



# MONROE COUNTY BOARD OF SUPERVISORS

202 SOUTH K STREET, RM 1  
SPARTA, WISCONSIN 54656  
PHONE 608-269-8705  
FAX 608-269-8747  
[www.co.monroe.wi.us](http://www.co.monroe.wi.us)

## NOTICE OF MEETING

**COMMITTEE:** FINANCE MEETING  
**TIME:** 9:00 a.m.  
**PLACE:** Justice Center  
Monroe County Board Assembly Room  
*\*South Side/Oak Street Entrance\**  
112 South Court St./1<sup>st</sup> Floor Rm 1200  
Sparta, WI 54656  
**DATE:** Wednesday, November 16, 2022

### SUBJECT MATTER TO BE CONSIDERED

1. Call to Order/Roll Call
2. Next Month's Meeting Date/Time
3. Minutes Approval of October 19, 2022; October 24, 2022; October 25, 2022; October 26, 2022 and November 2, 2022.
4. Public Comment
5. Request for Credit Card Approval(s) – Discussion/Action
  - a. Sheriff
  - b. Maintenance
6. Request for Line Item Transfer(s) – Discussion/Action
  - a. District Attorney
  - b. Medical Examiner
  - c. Maintenance
7. Notice of Budgetary Adjustment(s) – Discussion/Action
  - a. Maintenance(2)
  - b. Dispatch
  - c. Solid Waste(3)
  - d. Sanitation & Zoning
  - e. Zoning Board of Adjustments
8. Fiscal Note on Resolution(s) – Discussion/Action
  - a. Resolution Eliminating a Community Support Program Case Manager and Authorizing a Comprehensive Community Services Social Worker Position
  - b. Resolution Adopting an Amendment to the Monroe County Multi-Hazards Mitigation Plan 2019-2023
  - c. Resolution Authorizing the Restructuring of the Monroe County Communications Center
9. Treasurer
  - a. Monthly Treasurer's Report
  - b. Treasurer Department Monthly Report Review
  - c. Timeline Schedule for Tax Delinquent Parcels
  - d. 2021 Cancelled Checks
10. Finance
  - a. Monthly Financial Report
  - b. Finance Department Monthly Report Review

**FINANCE MEETING  
November 16, 2022 Agenda**

11. Creation of Waste Grade Relocation Escrow Account – Discussion/Action
12. Local Assistance and Tribal Consistency Fund (LATCF) – Discussion/Action
13. Self-Insurance Overview
14. Cell Phone Policy – Discussion/Action
15. Securitization/Bonding of Opioid Funds – Discussion/Action
16. 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
17. Items for next month's agenda
18. Adjournment

Cedric Schnitzler, 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.

Finance Committee  
October 19, 2022

Present: Cedric Schnitzler, Wallace Habegger, James Kuhn, David Pierce, Toni Wissestad  
Others: Tina Osterberg, Diane Erickson, Debbie Carney, Garry Spohn, Richard Radcliffe, Lisa Aldinger-Hamblin, Tracy Thorsen, Wes Revels, Bob Micheel, Eric Weihe, Rick Folkedahl

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

- Next Meeting Date – Wednesday November 16, 2022 in the Monroe County Assembly Room at 9:00 a.m. A special meeting will be held on October 26 beginning at 5:45 p.m.

Future Budget Meetings to Note:

October 24 & 25, 2022 – Department Budget Meetings  
November 2, 2022 Annual Budget Meeting

- Minutes Approval - Motion by Wallace Habegger second by David Pierce to approve the 09/21/22 & 10/07/22 minutes. Carried 5-0.
- Public Comment – None.
- Sheriff Credit Card Approval – Motion by James Kuhn second by David Pierce to approve credit card. Sheriff Wes Revels explained the need for Patrol Sergeant credit card in the amount of \$1,000.00. Carried 5-0.
- Budgetary Adjustment(s) –
  - a. Dispatch - Motion by Toni Wissestad second by Wallace Habegger to approve budget adjustment. Tina Osterberg, County Administrator explained the 2022 budget adjustment in the amount of \$8,711.18 for unexpected generator repairs and failed surge arrestors. Discussion. Carried 5-0.
  - b. Human Services - Motion by David Pierce second by James Kuhn to approve budget adjustment. Tracy Thorsen, Human Services Director explained the 2022 budget adjustment in the amount of \$1,038.20 for vehicle repairs and maintenance. Carried 5-0.
- Human Services Line Item Transfer – Motion by David Pierce second by James Kuhn to approve line item transfer. Tracy Thorsen, Human Services Director explained the 2022 line item transfer in the amount of \$10,000.00 for vehicle repairs and maintenance. Carried 5-0.
- Fiscal Note on Resolution(s) –
  - a. Resolution Authorizing the Establishment of a Full-Time Agronomist Position Within the Land Conservation Department – Motion by Toni Wissestad second by David Pierce to approve fiscal note. Bob Micheel, Land Conservation Director explained. Discussion.

Motion by James Kuhn second by Wallace Habegger to amend Fiscal Note to read:

Fiscal Note: The cost for salary and fringe benefits for a full-time Agronomist position would be \$84,955 annually, with 55% of the costs covered through existing Monroe County funds, and the other 45% covered through WEDC, RCP, or NRCS. The funding for this position would reallocate the funding currently designated for the UW-Livestock Agent & associated accounts (Farm Proceeds, Pesticide Certification, Leadership Program) in 2023 to a full-time Agronomist within the Land Conservation Department and subsequent years going forward. This resolution will require a simple majority vote of the entire membership of the Monroe County Board of Supervisors for approval.

The fiscal note as amended, carried 5-0.

- Treasurer –
  - a. Debbie Carney provided the Monthly Treasurers Report.
  - b. Treasurer Department Monthly Report Review
  - c. Timeline Schedule for Tax Delinquent Parcels – Debbie Carney explained that the Real Property Lister is reviewing legal descriptions. The next step is for the properties to be sent to the court to begin the foreclosure process.
  - d. 2021 Cancelled Checks – Debbie Carney explained that the 2021 process has begun. Departments will be contacted regarding their uncashed checks.
- Finance
  - a. Diane Erickson provided the monthly Financial Report.
  - b. Finance Department Monthly Report.
- Security Deposit Fund Account for Prairie Hills – Toni Wissestad explained that an account will be need to be set up for security deposits for Prairie Hills. Motion by Wallace Habhegger second by James Kuhn to establish security deposit account. Discussion. Carried 5-0.
- Local Assistance and Tribal Consistency Fund (LATCF) – Chair Cedric Schnitzler explained funds in the amount of \$85,408.53 for 2022 and \$85,408.53 for 2023. Diane Erickson, Finance Director explained Local Assistance and Tribal Consistency Funds from the US Treasury. Discussion. Diane will compile restricted uses for the committee.
- Planned Use of Opioid Settlement Funds – Judge Radcliffe presented the committee with a priority list of use for recovery support and sustainability for Monroe County residents suffering from addiction to substances. (1) sober living/housing; (2) peer support; (3) Medication/Assisted Treatment; (4) Capacity Building; (5) Back up Funds. Discussion.
- Securitization of Opioid Funds – No new updates are available.
- Building Liability Inspection – Garry Spohn, Property Manager explained that building inspections are completed at the Rolling Hills and Jail buildings. Fire, sprinkler and elevator inspections are completed in all buildings. Our risk manager from Willis Towers Watson also completes building checks. Discussion.
- Loffler Update – Tina Osterberg, County Administrator provided members with pricing proposal in the amount of \$4,245.22 per month for a 60 month lease. This is approximately a savings of \$1,000.00 per month. A Canon fleet list was provided. HP fleet printers were provided along with those printers being removed. Discussion. Motion by Wallace Habhegger second by Toni Wissestad to accept Loffler update. Carried 5-0.
- Cell Phone Policy – Diane Erickson, Finance Director explained update to Cell Phone Policy. Personal Cell Phones, 1<sup>st</sup> paragraph/1<sup>st</sup> sentence: Employees are not allowed to use personal cell phones for County Business to include the access and use of email. The only exception to this policy is the use of Multi-Factor Authentication if required. Discussion. Motion by Wally Habhegger second by James Kuhn to approve updated cell phone policy. Garry Spohn, Buildings Manager explained concern over using only Apple I Phones. Carried 5-0.
- Justice Center and Radio Tower Bond Expenditure Funding – No discussion.
- Wisconsin State-Local Government Opioid Bankruptcy Memorandum of Understanding – Motion by David Pierce second by James Kuhn to approve resolution. Chair Cedric Schnitzler explained that this resolution includes an additional opioid settlement. Discussion. Carried 5-0.
- Monthly Approvals –

- a. Monthly Notice of Donations/User Fees Received Budget Adjustment – Motion by Toni Wissestad second by David Pierce to approve notice of donations/user fees received budget adjustment. Carried 5-0.
  - b. Monthly Disbursement Journal – Motion by Wallace Habegger second by James Kuhn to approve disbursement journal. Discussion. Carried 5-0.
  - c. Monthly Per Diems and Vouchers – Motion by James Kuhn second by Wallace Habegger to approve Monthly County Per Diems and Vouchers. Carried 5-0.
- Items for next month's agenda – (November) Self Insurance Overview; (November/December) TIF Districts; Planned Use of Opioid Settlement Funds; Securitization of Opioid Settlement Funds; Cell Phone Policy.
  - Motion by Cedric Schnitzler to adjourn the meeting at 11:07 a.m. Carried 5-0.

Shelley Bohl, County Clerk  
Recorder

Finance Committee  
October 24, 2022

Present: Cedric Schnitzler, Wallace Habegger, David Pierce, Toni Wissestad, James Kuhn  
Others: Tina Osterberg, Diane Erickson, Adrian Lockington, Mindy Hemmersbach, Doug Rogalla, Rick Folkedahl, Wes Revels, Chris Weaver, Laura Endres, Lisa Aldinger Hamblin, Lynn Kloety, Eric Weihe, Charles Weaver, Ed Smudde, Adam Hady, Pamela Pipkin, Garry Spohn, Linda Smith, Chelsea Karacson, Judge Ziegler, Mark Halverson.

The meeting was called to order at the Monroe County Board Assembly Room at 8:30 a.m. by Chair Cedric Schnitzler.

- 2023 County Budgets –

Information Technology – Rick Folkedahl was available to present the Information Technology budget and answered questions. Budget lines discussed but not limited to: subscriptions; annual recurring costs; Ho-Chunk funds; County Board systems; IT Pool; transfer in and out; capital equipment.

Sheriff/Emergency Management – Wes Revels and Chris Weaver were available to present the Sheriff/Emergency budget and answered questions. Budget lines discussed but not limited to: extradition costs; vehicle operations; Sheriff Reserve salaries; education and training; recruiting; Detective overtime; court protection; Jailer overtime; transport for out of county housing.

Clerk of Court – Laura Endres was available to present the Clerk of Court budget and answered questions. Budget lines discussed but not limited to: attorney fees; bailiffs.

Corporation Counsel – Lisa Aldinger Hamblin was available to present the Corporation Counsel budget and answered questions. Budget lines discussed but not limited to: dues; part-time position; IT pool.

A recess was taken at 9:57 a.m., the meeting reconvened at 10:15 a.m.

District Attorney – Lynn Kloety was available to present the District Attorney budget and answered questions. Budget lines discussed but not limited to: budget has remained fairly consistent with past years; more staff time with five attorneys; revenue sources.

Justice Programs – Eric Weihe was available to present the Justice Programs budget and answered questions. Budget lines discussed but not limited to: grants; lost revenue for electronic monitoring; OWI groups; conferences; drug court.

Veterans Services – Charles Weaver was available to present the Veterans Service budget and answered questions. Budget lines discussed but not limited to: flags; mileage; conferences; representatives in our legislature are looking to potentially improve funding for all CVSO programs within the United States.

Personnel – Ed Smudde was available to present the Personnel budget and answered questions. Budget lines discussed but not limited to: recruitment; expenses have stayed relatively the same; salaries.

UW Extension – Adam Hady was available to present the UW Extension budget and answered questions. Budget lines discussed but not limited to: salaries; 4H position; Agronomist position.

Child Support – Pamela Pipkin was available to present the Child Support budget and answered questions. Budget line discussed but not limited to: salaries/fringes; birth revenue; legislation.

Finance – Diane Erickson was available to present the Finance budget and answered questions. Budget lines discussed but not limited to: conferences/seminars; actuarial study.

A lunch was taken at 11:47 a.m.; the meeting reconvened at 1:00 p.m.

Maintenance – Garry Spohn was available to present the Maintenance budget and answered questions. Budget lines discussed but not limited to: north complex; tool cat; water heaters in justice center; capital projects.

Rolling Hills – Linda Smith and Chelsea Karacson were available to present the Rolling Hills budget and answered questions. Budget lines discussed but not limited to: revenues and expenses for new facility; operations are off the levy; bond payments are the only item on the levy; ADRC meal sites have been removed; licensed beds; bed licenses.

Circuit Court – Judge Ziegler was available to present the Circuit Court budget and answered questions. Budget lines discussed but not limited to: attorney fees.

- Chair James Kuhn second by David Pierce to adjourn the meeting at 2:41 p.m. Carried 5-0.

Shelley Bohl, County Clerk  
Recorder

Finance Committee  
October 25, 2022

Present: Cedric Schnitzler, Wallace Habegger, David Pierce, Toni Wissestad; James Kuhn (8:37 a.m.)  
Others: Tina Osterberg, Diane Erickson, Adrian Lockington, Mindy Hemmersbach, Doug Rogalla, Becky Pitel, David Ohnstad, David Hesel, Chad Ziegler, Bob Smith, Debbie Carney, Jarrod Roll, Alison Elliott, Jeremiah Erickson, Deb Brandt, Bob Micheel, Tiffany Giesler, Tracy Thorsen, Pat Deethardt

The meeting was called to order at the Monroe County Board Assembly Room at 8:30 a.m. by Chair Cedric Schnitzler.

- 2023 County Budgets –

Highway – David Ohnstad and Becky Pitel were available to present the Highway budget and answered questions. James Kuhn joined the meeting at 8:37 a.m. Budget lines discussed but not limited to: no budget increase; overtime; roads/bridges; schedule of project obligations; bond issue; capital projects; equipment.

Solid Waste – David Hesel was available to present the Solid Waste budget and answered questions. Budget lines discussed but not limited to: revenues; garbage; refugee funding; service agreements; landfill operations; site maintenance; landfill expansion project.

Forestry & Parks – Chad Ziegler was available to present the Forestry & Parks budget and answered questions. Budget lines discussed but not limited to:

Parks: revenue; salaries; mileage; capital.

Forestry: grant; timber sales.

Snowmobile: registrations; general maintenance; bridges.

Medical Examiner – Bob Smith was available to present the Medical Examiner budget and answered questions. Budget lines discussed but not limited to: cremations; death certificates; salaries; mileage/removal; vehicle.

Treasurer – Debbie Carney was available to present the Treasurer budget and answered questions. Budget lines discussed but not limited to: office supplies; postage; publications; conference/seminars; mileage; uncollected tax.

Local History Room – Jarrod Roll was available to present the Local History Room budget and answered questions. Budget lines discussed but not limited to: salaries; storage; grotto.

Sanitation/Zoning – Allison Elliott was available to present the Sanitation/Zoning budget and answered questions. Budget lines discussed but not limited to: new position at half time; new mileage account in both Sanitation and Zoning; fee structure permit change; postage; Zoning Board of Adjustment Hearings. Dog Control: fee increase; vehicle maintenance; phone; office supplies; seminar; fuel/electric; donations.

Land Records – Jeremiah Erickson was available to present the Land Records budget and answered questions. Budget lines discussed but not limited to: recordings; strategic initiative grant; training grant; education/training; RFP for section corners; phone/cell plan; software; hosting fee.

Register of Deeds – Deb Brandt was available to present the Register of Deeds budget and answered questions. Budget lines discussed but not limited to: online records; recording; real estate transfer fees; conferences; mileage.

Land Conservation – Bob Micheel was available to present the Land Conservation budget and answered questions. Budget lines discussed but not limited to: tree sales revenue/expenses; private well water testing; fuel; preventative program; wildlife abatement program;

A lunch was taken at 12:00 p.m., the meeting reconvened at 1:00 p.m.



Health – Tiffany Giesler was available to present the Health budget and answered questions. Budget lines discussed but not limited to: grants; radon tests; well water testing; education/training; staffing; lead testing; WIC funding.

Human Services – Tracy Thorsen was available to present the Human Services budget and answered questions. Budget lines discussed but not limited to: salaries; funding; conferences; behavioral services; placements; hospital inpatients; opioid; Aging Disability Resource Center; Economic Support Services; provider increases.

County Clerk/Board – Shelley Bohl was available to present the County Clerk/Board budget and answered questions. Budget lines discussed but not limited to: salaries; elections. Board: salaries; conferences; publications.

Dispatch – Tina Osterberg and Pat Deethardt were available to present the Dispatch budget and answered questions. Budget lines discussed but not limited to: repairs; generator towers; tower lease agreements; training; staffing; salaries; grant; capital.

Administrator/Economic Development Tourism – Tina Osterberg was available to present the Administrator and Economic Development Tourism budget and answered questions. Budget lines discussed but not limited to: office supplies; publications; seminars. Economic Development and Tourism: marketing and promotion; website.

Wallace Habegger left the meeting at: 3:00 p.m.

- Resolution Adopting the 2023 Budget and Authorizing Property Tax Levies – Motion by James Kuhn second by David Pierce to approve resolution. Carried 4-0.
- Motion by David Pierce second by Toni Wissestad to adjourn the meeting at 3:43 p.m. Carried 4-0.

Shelley Bohl, County Clerk  
Recorder

Finance Committee  
October 26, 2022

Present: Cedric Schnitzler, Wallace Habhegger, James Kuhn, David Pierce, Toni Wissestad  
Others: Tina Osterberg, Diane Erickson

The meeting was called to order at the Monroe County Board Assembly Room at 5:45 p.m. by Chair Cedric Schnitzler.

- Fiscal Note on Resolution(s):
  - a. Resolution Transferring Non-Lapsing Account Balances for Use towards Funding of New Agronomist Position – Motion by Toni Wissestad second by James Kuhn to approve fiscal note. Tina Osterberg, County Administrator explained transfer of current non-lapsing account funds to a new non-lapsing land conservation department account to use towards the new Agronomist position. Discussion. Carried 5-0.
  - b. Resolution Authorizing Sale of Land – Motion by David Pierce second by Wallace Habhegger to approve fiscal note. Tina Osterberg, County Administrator explained revenue from the sale of land in the Town of Lincoln. Carried 5-0.
- Motion by David Pierce second by Toni Wissestad to adjourn the meeting at 5:50 p.m. Carried 5-0.

Shelley Bohl, County Clerk  
Recorder

Finance Committee  
November 2, 2022

Present: Cedric Schnitzler, Wallace Habegger, James Kuhn, David Pierce, Toni Wissestad  
Others: Tina Osterberg, Diane Erickson

The meeting was called to order at the Monroe County Board Assembly Room at 5:30 p.m. by Chair Cedric Schnitzler.

Motion by Toni Wissestad second by James Kuhn to adopt addendum. Tina Osterberg, County Administrator explained recommended changes through the budget process by the Finance Committee. Carried 5-0.

ADDENDUM TO 2023 ANNUAL BUDGET

<u>Contingency Balance:</u>	\$169,095	<u>Levy:</u>	\$21,587,111
Agronomist	(\$44,900)		
Misc. Adj.	\$3,720		
Final Contingency	\$127,915		

Proposed Corrections/Amendments:

ORG	Object	Project	Description	Proposed Balance	Increase/ (Decrease)	New Balance
12110200	435230	S7230	Tribal Law Enforcement Grant	21,000	2,368	23,368
12110200	511200	S7230	Tribal Law – Overtime	15,100	1,306	16,406
12110200	515005	S7230	Tribal Law – Retirement	1,997	172	2,169
12110200	515010	S7230	Tribal Law – Social Security	937	81	1,018
12110200	515015	S7230	Tribal Law - Medicare	219	19	238
12110200	515040	S7230	Tribal Law – Work Comp	144	13	157
12110200	533200	S7230	Tribal Law Mileage	2,603	777	3,380
16940000	521520		Land Con – Prevent Programs	30,000	(30,000)	-
16940000	432750		NRCS Contribution Agreement	31,282	38,229	69,511
16940000	511000		Land Conservation – Salaries	300,709	52,187	352,896
16940000	515005		Land Conservation – Retire	20,450	3,549	23,999
16940000	515010		Land Conservation – Soc. Sec.	18,647	3,236	21,883
16940000	515015		Land Conservation – Medicare	4,363	757	5,120
16940000	515020		Land Conservation – Health	44,762	23,942	68,704
16940000	515025		Land Conservation – Dental	1,405	855	2,260
16940000	515030		Land Conservation – Life	90	18	108
16940000	515040		Land Conservation – Work Cmp	3,200	411	3,611
10010000	539200		Contingency Fund	169,095	(44,900)	124,195
10000001	493000		General Fund Balance Applied	1,136,253	1,826	1,138,079
71730000	474000		Self Fund Emp Ins Payroll Fees	6,068,816	27,839	6,096,655
71730000	573010		Insurance Claims	5,159,480	27,839	5,187,319
13680000	511000		Sanitation – Salaries	132,366	18,266	150,632
13680000	515005		Sanitation – Retirement	8,998	1,242	10,240
13680000	515010		Sanitation – Soc. Security	8,205	1,132	9,337
13680000	515015		Sanitation – Medicare	1,918	265	2,183
13680000	515040		Sanitation – Work Comp	1,257	216	1,473
13680000	533200		Sanitation – Mileage	-	1,000	1,000
16980000	444000		Zoning – Revenue	22,500	12,500	35,000
16980000	511000		Zoning – Salaries	96,523	7,829	104,352
16980000	515005		Zoning – Retirement	6,567	533	7,100
16980000	515010		Zoning – Soc. Security	5,989	486	6,475
16980000	515015		Zoning – Medicare	1,404	114	1,518

16980000 515040	Zoning – Work Comp	838	93	931
16980000 533200	Zoning – Mileage	-	1,000	1,000
14190000 534250	Dog Control – Med Supply	3,000	(3,000)	-
12930000 435210	Dispatch Grant	40,028	1,612	41,640
17260260 581000	Dispatch – Capital Equipment	251,750	2,016	253,766
12930000 515700	Dispatch Edu. & Training	2,000	2,000	4,000
11670600 522005	Maint – Bldg N Complex	500	6,700	7,200
14700000 534900	Vet. Svcs. Flags & Markers	7,770	500	8,270
10010000 539200	Contingency Fund	124,195	3,720	127,915

- Motion by James Kuhn second by Toni Wissestad to adjourn the meeting at 5:37 p.m. Carried 5-0.

Shelley Bohl, County Clerk  
Recorder

## Request for Credit Card Approval

**Department:** Sheriff

**Committee:** Public Safety

Name of Card Holder	Title of Postion	Credit Card Limit
Montana Hein - #28	Patrol Deputy	\$1,000

**Justification for Credit Card(s):**

Office Supplies / Training and Education

**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:** \_\_\_\_\_

## Request for Credit Card Approval

**Department:** Maintenance

**Committee:** Property & Maintenance

<u>Name of Card Holder</u>	<u>Title of Postion</u>	<u>Credit Card Limit</u>
Derek Pierce	Interim Facilities & Property Director	\$ 5,000.00

**Justification for Credit Card(s):**

As the Interim Facilities & Property Director Derek may need to purchase parts & supplies outside the normal purchasing process.

**Department Head Approval:** Tina S Osterberg Digitally signed by Tina S Osterberg  
DN: cn=Tina S Osterberg, o=Monroe County, ou,  
email=tina.osterberg@co.monroe.wi.us, c=US  
Date: 2022.11.09 14:33:55 -05 00

**Date Approved by Committee of Jurisdiction:**  11/9/22

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

**Date Approved By Finance Committee:** \_\_\_\_\_

## REQUEST FOR LINE ITEM TRANSFER

**Date:** 10/21/2022  
**Department:** District Attorney  
**Amount:** \$ 1,300.00  
**Budget Year Amended:** 2022

**From Account**

Org	Object	Project	Account Name	Current Budget	Transfer Amount	YTD Expenditures
11310000	533010	DV615	conf/sem fees	\$ 1,630.00	\$ 300.00	\$ 671.36
11310000	531000		off supplies	\$ 3,000.00	\$ 1,000.00	\$ 819.87
<b>Total Transfer</b>					<b>\$ 1,300.00</b>	

**To Account**

Org	Object	Project	Account Name	Current Budget	Transfer Amount	YTD Expenditures
11310000	539220	DV800	vict hotel	\$ 500.00	\$ 300.00	\$ 814.09
11310000	521130	DV620	investigative	\$ 500.00	\$ 1,000.00	\$ 1,479.99
<b>Total Transfer</b>					<b>\$ 1,300.00</b>	

**Explanation for Transfer:**

---

bring roll up codes out of negative & have enough in those roll up codes to pay expenses for the remainder of 2022

---



---



---



---

Department Head Approval

*Kevin Croninger | LB Klooby* 10/21/2022

Governing Committee Approval

\_\_\_\_\_

-----  
 If <= \$500:

Send to County Administrator's Office

COUNTY ADMINISTRATOR Approval:

\_\_\_\_\_

If > \$500:

Send to County Clerk's Office

FINANCE COMMITTEE Approval given on :

\_\_\_\_\_ Date

## REQUEST FOR LINE ITEM TRANSFER

**Date:** 1-Nov-22  
**Department:** Medical Examiner  
**Amount:** \$350.00  
**Budget Year Amended:** 2022

**From Account**

Org	Object	Project	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
11270000	521165		Autopsies & Pathology	\$ 54,000.00	\$ 350.00	\$ 40,330.00	\$ 53,650.00
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
<b>Total Transfer</b>					<b>\$ 350.00</b>		

**To Account**

Org	Object	Project	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
11270000	515700		Education & Training	\$ 2,100.00	\$ 350.00	\$ 1,915.00	\$ 2,450.00
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
<b>Total Transfer</b>					<b>\$ 350.00</b>		

**Explanation for Transfer:**

To cover catch up training and testing for COVID

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Department Head Approval Robert Smith Jr

Governing Committee Approval \_\_\_\_\_

-----

**If <= \$500:**  
Send to County Administrator's Office

COUNTY ADMINISTRATOR Approval: \_\_\_\_\_ Date

**If > \$500:**  
Send to County Clerk's Office

FINANCE COMMITTEE Approval given on : \_\_\_\_\_ Date



## REQUEST FOR LINE ITEM TRANSFER

**Date:** 11/9/2022  
**Department:** Maintenance  
**Amount:** \$ 27,200.00  
**Budget Year Amended:** 2022

**From Account**

Org	Object	Project	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
11600000	533200		Mileage	\$ 200.00	\$ 200.00	\$ -	\$ -
11630610	524505		JC Building Maintenance	\$ 43,000.00	\$ 3,500.00	\$ 26,625.87	\$ 39,500.00
11630600	521340		JC Contr. Serv.	\$ 128,450.00	\$ 20,000.00	\$ 84,836.68	\$ 108,450.00
11600000	524510		Vehicle Maintenance	\$ 4,000.00	\$ 1,000.00	\$ 1,600.69	\$ 3,000.00
11630600	524600		JC Equipment Maintenance	\$ 13,000.00	\$ 2,500.00	\$ 4,150.00	\$ 10,500.00
<b>Total Transfer</b>					<b>\$ 27,200.00</b>		

**To Account**

Org	Object	Project	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
11670600	522025		Hwy B N Complex - Telephone	\$ -	\$ 1,350.00	\$ 560.74	\$ 1,350.00
11675600	522015		48 Addition Fuel & Gas	\$ 2,970.00	\$ 15,000.00		\$ 17,970.00
11675601	522010		48 Addition Electric	\$ 2,160.00	\$ 10,850.00	\$ 8,977.72	\$ 13,010.00
							\$ -
<b>Total Transfer</b>					<b>\$ 27,200.00</b>		

**Explanation for Transfer:** With the move of the nursing home to the new facility, several expenses from the old nursing home facility are more expensive than anticipated. This Line Item Transfer is moving funds from accounts with anticipated savings to cover a portion of the increased Hwy B North Complex expenses.

Department Head Approval

Tina S Osterberg

Digitally signed by Tina S Osterberg  
DN: cn=Tina S Osterberg, o=Marion County, ou=Marion County, email=tina.osterberg@marioncountymn.or.us, c=US  
Date: 2022.11.09 15:41:11 -0500

Governing Committee Approval

*[Handwritten Signature]* 11/9/22

-----  
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

# MONROE COUNTY

## Notice of Budgetary Adjustment

### Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: November 3, 2022  
 Department: Maintenance  
 Amount: \$17,200.00  
 Budget Year Amended: 2022

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

The purpose of the budget adjustment is to move electrical services at the North Complex to prepare for future demo of 14301 County Highway B

**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	\$ 76,342.00	\$ (17,200.00)	\$ 59,142.00
11670600	521340		North Complex		\$ 17,200.00	\$ 17,200.00
						\$ -
						\$ -
						\$ -
Total Adjustment					\$ -	

Department Head Approval: *Kina Osterberg*  
 Date Approved by Committee of Jurisdiction: *Ad 11/9/22*  
*Following this approval please forward to the County Clerk's Office.*

Date Approved by Finance Committee: \_\_\_\_\_  
 Date Approved by County Board: \_\_\_\_\_

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

Date of publication of Class 1 notice of budget amendment: \_\_\_\_\_

# MONROE COUNTY

## Notice of Budgetary Adjustment

### Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: November 9, 2022  
 Department: Maintenance  
 Amount: \$25,000.00  
 Budget Year Amended: 2022

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

In review of the Maintenance 2022 operating budget it has been noted that the estimated Justice Center Electric budget will be short approximately \$27,500. Estimated funds available within in the current 2022 budget have been transferred to County Highway B North Complex buildings utility lines at this time.

**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	\$ 59,142.00	\$ (25,000.00)	\$ 34,142.00
11630600	522010		Justice Center Electric	\$ 140,000.00	\$ 25,000.00	\$ 165,000.00
						\$ -
						\$ -
						\$ -
Total Adjustment					\$ -	

Department Head Approval: Tina S Osterberg Digitally signed by Tina S Osterberg  
DN: cn=Tina S Osterberg, o=Monroe County, ou=

Date Approved by Committee of Jurisdiction:  11/9/22

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

Date Approved by Finance Committee: \_\_\_\_\_

Date Approved by County Board: \_\_\_\_\_

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

Date of publication of Class 1 notice of budget amendment: \_\_\_\_\_

# MONROE COUNTY

## Notice of Budgetary Adjustment

### Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: November 10, 2022  
 Department: Dispatch  
 Amount: \$9,425.00  
 Budget Year Amended: 2023

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

This budget adjustment is to move funds previously accumulated in the IT Pool for the Digital Voice Logging System to the General Fund to cover a portion of the County's match for the ESInet Grant project.

**Revenue Budget Lines Amended:**

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
10000000	499999		General Fund Transfer In	\$ -	\$ 9,425.00	\$ 9,425.00
						\$ -
						\$ -
						\$ -
Total Adjustment					\$ 9,425.00	

**Expenditure Budget Lines Amended:**

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
17260260	581000		Capital Equipment-Dispatch	\$ 251,750.00	\$ 9,425.00	\$ 261,175.00
71490000	599000		IT Pool	\$ 81,658.00	\$ (9,425.00)	\$ 72,233.00
71470000	599999		IT Transfer Out	\$ -	\$ 9,425.00	\$ 9,425.00
						\$ -
						\$ -
Total Adjustment					\$ 9,425.00	

Department Head Approval: Tina S Osterberg Digitally signed by Tina S Osterberg  
DN: cn=Tina S Osterberg, o=Monroe County, email=tsosterberg@monroecounty.org, Date: 2022.10.26 16:04:33 -0500

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: November 3, 2022  
 Department: SOLID WASTE  
 Amount: \$4,000.00  
 Budget Year Amended: 2022

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

We subsidize the recycling bills to the municipalities by 11/ton. This amount is paid initially by the recycling grant portion allocated to this service. However, this year the recycling tonnage is up, which is a great thing. This adjustment is to cover the shortfall in the contracted services account estimated at 8k per month. We receive the recycling bills from modern about 30 days after the month end. We will have 4 more months to pay for this service, bringing us to 32,000 of max expected cost. We have 2,700 remaining. 29,300 needed.

**Revenue Budget Lines Amended:**

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
6363000	532650		SITE LICENSE	\$ 10,000.00	\$ (4,000.00)	\$ 6,000.00
						\$ -
						\$ -
Total Adjustment					\$ (4,000.00)	

**Expenditure Budget Lines Amended:**

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
63650000	521340		CONTRACTED SERVICES	\$ 69,207.00	\$ 29,300.00	\$ 98,507.00
						\$ -
						\$ -
						\$ -
						\$ -
Total Adjustment					\$ 29,300.00	

Department Head Approval: \_\_\_\_\_

Date Approved by Committee of Jurisdiction: \_\_\_\_\_

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

Date Approved by Finance Committee: \_\_\_\_\_

Date Approved by County Board: \_\_\_\_\_

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

Date of publication of Class 1 notice of budget amendment: \_\_\_\_\_

# MONROE COUNTY

## Notice of Budgetary Adjustment

Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: November 7, 2022  
 Department: SOLID WASTE  
 Amount: \$35,000.00  
 Budget Year Amended: 2022

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

Transferring money over to cover the shortfall in the recycling budget. This money is used to pay Modern Disposal a subsidy on the recycling tonnages at \$11/ton. We estimate at least \$8,000 per month for Sept-Dec.

**Revenue Budget Lines Amended:**

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
63630000	582900		FUTURE CAPITAL PROJECTS	\$ 442,608.39	\$ (35,000.00)	\$ 407,608.39
						\$ -
						\$ -
Total Adjustment					\$ (35,000.00)	

**Expenditure Budget Lines Amended:**

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
63650000	521340		RECYCLING CONTR SERV	\$ 69,207.00	\$ 35,000.00	\$ 104,207.00
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
Total Adjustment					\$ 35,000.00	

Department Head Approval: \_\_\_\_\_

Date Approved by Committee of Jurisdiction: \_\_\_\_\_

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

Date Approved by Finance Committee: \_\_\_\_\_

Date Approved by County Board: \_\_\_\_\_

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

Date of publication of Class 1 notice of budget amendment: \_\_\_\_\_

# MONROE COUNTY

## Notice of Budgetary Adjustment

### Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: November 3, 2022  
 Department: SOLID WASTE  
 Amount: \_\_\_\_\_  
 Budget Year Amended: 2022

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

Due to the waste created by the refugees during their occupation of Fort McCoy, we had a record high extra tonnage bonus this year. The extra tonnage is calculated from Sept 1 2021-Aug 31 2022 and paid out of the 2022 budget. At the time of the budget entry in 2020 for 2021, we projected an extra tonnage bonus of 80k. This was skyrocketed by the increase in waste from the refugees and we paid over 120k for the extra tonnage bonus this year. This increase will cover contracted payments to River View Const for Nov and December.

**Revenue Budget Lines Amended:**

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
6363000	582900			\$ 453,549.58	\$ (48,000.00)	\$ 405,549.58
						\$ -
						\$ -
Total Adjustment						

**Expenditure Budget Lines Amended:**

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
63630000	521340	SW200	CONTRACTED SERVICES	\$ 445,000.00	\$ 48,000.00	\$ 493,000.00
						\$ -
						\$ -
						\$ -
						\$ -
Total Adjustment					\$ 48,000.00	

Department Head Approval: \_\_\_\_\_

Date Approved by Committee of Jurisdiction: \_\_\_\_\_

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

Date Approved by Finance Committee: \_\_\_\_\_

Date Approved by County Board: \_\_\_\_\_

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

Date of publication of Class 1 notice of budget amendment: \_\_\_\_\_

# MONROE COUNTY

## Notice of Budgetary Adjustment

Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: October 17, 2022  
 Department: Sanitation & Zoning  
 Amount: \$2,000.00  
 Budget Year Amended: 2022

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

Unanticipated increase in the cost of gas for 2022.

**Revenue Budget Lines Amended:**

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
16980000 444000	Zoning Permits & Fees	\$ 22,500.00	\$ 2,000.00	\$ 24,500.00
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ 2,000.00	

**Expenditure Budget Lines Amended:**

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
13680000 524510	Motor Vehicles	\$ 2,219.00	\$ 2,000.00	\$ 4,219.00
				\$ -
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ 2,000.00	

Department Head Approval:   
 Date Approved by Committee of Jurisdiction: 10-17-22

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

Date Approved by Finance Committee: \_\_\_\_\_  
 Date Approved by County Board: \_\_\_\_\_

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

Date of publication of Class 1 notice of budget amendment: \_\_\_\_\_



# MONROE COUNTY

## Notice of Budgetary Adjustment

### Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: October 17, 2022  
 Department: Zoning Board of Adjustments  
 Amount: \$500.00  
 Budget Year Amended: 2022

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


Unanticipated number of Variance Requests in 2022. This increased the revenue projected as well as the expense for mileage paid to board members for travel to hearings.

**Revenue Budget Lines Amended:**

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
16983000 468800	Zoning Board of Adjustments	\$ 3,600.00	\$ 500.00	\$ 4,100.00
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ 500.00	

**Expenditure Budget Lines Amended:**

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
16983000 533200	Mileage	\$ 732.00	\$ 500.00	\$ 1,232.00
				\$ -
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ 500.00	

Department Head Approval: 

Date Approved by Committee of Jurisdiction: 10-17-22

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

Date Approved by Finance Committee: \_\_\_\_\_

Date Approved by County Board: \_\_\_\_\_

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

Date of publication of Class 1 notice of budget amendment: \_\_\_\_\_

RESOLUTION NO. \_\_\_\_\_

**RESOLUTION ELIMINATING A COMMUNITY SUPPORT PROGRAM CASE MANAGER AND AUTHORIZING A COMPREHENSIVE COMMUNITY SERVICES SOCIAL WORKER POSITION**

1 **WHEREAS**, Monroe County Health & Human Services Committee and the Administration & Personnel  
2 Committee request to eliminate a **CSP case manager** position in order to establish a **CCS Behavioral**  
3 **Health Social Worker** position in the **Human Services** Department at the **pay grade N** effective January 1,  
4 2023; and

5  
6 **WHEREAS**, the Comprehensive Community Services (CCS) serves adult and child residents of Monroe  
7 County who experience significant mental health and/or substance-use disorders and need professional  
8 assistance to function and live in the community; and

9  
10 **WHEREAS**, by providing these comprehensive services in the community, Human Services is able to  
11 reduce the need for more disruptive and costly stays in institutional settings; and

12  
13 **WHEREAS**, the CSP staffing is sufficient to meet consumer needs while the CCS program continues to  
14 grow as more adults and children are identified who require these services;

15  
16 **WHEREAS**, 121 individuals are currently receiving services, 31 have been determined to be eligible but  
17 are waiting to be assigned a service facilitator, and 52 individuals are waiting to be screened to determine  
18 if they are eligible; and

19  
20 **WHEREAS**, there are 8 full-time equivalent (FTE) CCS positions in which each FTE has the capacity to  
21 carry a caseload of 17-18 adult and children consumers; and

22  
23 **WHEREAS**, the program will surpass its maximum caseload capacity as we work through the screening  
24 and admission process for individuals waiting to be served if no other action is taken; and

25  
26 **WHEREAS**, the CCS program is fully funded by Medicaid reimbursement so the cost of this position (and  
27 all **CCS positions**) requires no county tax levy.

28  
29 **NOW, THEREFORE, BE IT RESOLVED** by the Monroe County Board of Supervisors that they do hereby  
30 authorize eliminating the vacant **CSP case manager** position and **establishing an additional CCS**  
31 **Behavioral Health Professional / Social Worker** position in the **Department of Human Services** effective  
32 January 1, 2023.

33  
34 Dated this 22<sup>nd</sup> day of November 2022.

35  
36 Offered by the Administration & Personnel Committee.

37  
38 Purpose: Approve a new CCS Behavioral Health Professional / Social Worker position for 2023.

39  
40 Fiscal Note: The position is included in the 2023 budget and the cost (\$85,144 including wages & benefits)  
41 shall be covered by Medicaid revenue and shall not require any county levy. The cost of needed equipment  
42 (up to \$3,000) shall be purchased in 2022 with Coordinated Services Team Initiative grant dollars.

Finance Vote (If required):

\_\_\_ Yes \_\_\_ No \_\_\_ Absent

Approved as to form on \_\_\_\_\_

Lisa Aldinger Hamblin, Corporation Counsel

Committee of Jurisdiction Forwarded on: November 8, 20 22

4 Yes 0 No 1 Absent

Committee Chair:

*Wallace Halberg*  
*Ken Wissert*  
*John Smith*

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

# New Position Analysis



- New position
- Increased hours to current position
- Additional existing position

<b>Date:</b> 10/19/2022	<b>Department:</b> Human Services
<b>Department Head Name:</b> Tracy Thorsen	

Explain the necessity of this position (be specific as to the reasons why this position is needed and explain reasons why present staff cannot accomplish tasks):

The CCS program continues to grow as more adults and children are identified who require these services – 121 individuals are currently receiving CCS services, 31 have been determined to be eligible but are waiting to be assigned a service facilitator, and 52 individuals are waiting to be screened to determine if they are eligible. There are 8 FTE CCS positions in which each has the capacity to carry a caseload of 17-18 adult and children consumers. The program will surpass maximum caseload capacity as we work through the screening and admission process for individuals waiting to be served if no other action is taken. The CCS program is fully funded by Medicaid reimbursement so the cost of this position (and all CCS positions) requires no county tax levy.

The vacant Community Support Program (CSP) case manager position would be eliminated in order to add a Comprehensive Community Services (CCS) position. The CSP staffing is sufficient to meet consumer needs, so the vacant CSP case manager position is not necessary to be filled.

<b>Suggested Title:</b> CCS Behavioral Health Professional / Social Worker			
<b>Personnel Director's Recommended Classification:</b>	<b>Grade:</b> N	<b>FLSA Class:</b> Exempt	
<b>Full-time:</b> <input checked="" type="checkbox"/>	<b>Part-time:</b> /hours	<b>Projected Start Date:</b> 1/1/2023	

\*Current or newly created Job Description in current County format must be attached.\*  
\*A completed and approved Resolution must also accompany this Position Analysis.\*

**Funding - Annual Costs to include family insurance coverage:**

Hourly Rate	Annual Salary	Retirement	Social Security	Medicare	Work Comp	Health Ins.	Dental Ins.	Life Ins.
25.09	52,187	3,549	3,236	757	600	21,376	855	18

1. Where will the funds for this position come from?  
 Medicaid reimbursement at billable rate of \$85.72/hr for BS level or \$128.56/hr for Masters level with year end additional cost reconciliation through the Wisconsin Medicaid Cost Reporting (WIMCR) program to cover the full position expense. There is no county levy in the CCS Program.
2. What equipment will need to be purchased for this position (desk, etc.)?  
 office chair and desk set-up, computer, cell phone
  - a. Is office space presently available? Yes \_\_\_\_\_ Where? Human Services/Telework
  - b. Estimated cost of needed equipment? \$3,000 (to be purchased in 2022 with Coordinated Services Team Initiative Grant dollars)
  - c. Is the cost of needed equipment in the department budget? No
3. What is the grand total cost of all items this fiscal year? for 2023 the total cost is \$85,144 (salary/fringe)
4. What is the annual cost of salary and fringes, thereafter? \$85,144

**Supervisory Responsibility** (if applicable):

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

N/A
-----

2. Number of employees Directly supervised: \_\_\_\_\_ Indirectly: \_\_\_\_\_

List the position titles that will report to this position:


3. What position title will this position report to? Mental Health / Clinic Manager

**County Administrator** – Action:

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

**Committee of Jurisdiction:**  Action:

Date:	11/1/2022	Position Approved:	<input checked="" type="checkbox"/>	Position Denied:	<input type="checkbox"/>	by a vote of:	8-0-1
-------	-----------	--------------------	-------------------------------------	------------------	--------------------------	---------------	-------

**Administration & Personnel Committee** – Action:

Date:	Position Approved:	<input type="checkbox"/>	Position Denied:	<input type="checkbox"/>	by a vote of:
-------	--------------------	--------------------------	------------------	--------------------------	---------------

**Finance Committee** – Action on Fiscal Note:

Date:	Funds Approved:	<input type="checkbox"/>	Funds Denied:	<input type="checkbox"/>	by a vote of:
-------	-----------------	--------------------------	---------------	--------------------------	---------------

**County Board** – Action:

Date:	Position Approved:	<input type="checkbox"/>	Position Denied:	<input type="checkbox"/>
By a vote of:	aye	nay	absent/abstention	

<b>Job Title:</b>	<b>Human Services Behavioral Health Professional</b>	<b>Department:</b>	Human Services
<b>Location:</b>	112 S. Court Street, Rm 3000 , Sparta	<b>FLSA Category:</b>	Exempt- Professional
<b>Immediate Supervisor:</b>	Clinical Administrator - Behavioral Health	<b>Salary Grade:</b>	
<b>Supervision Exercised:</b>	None.	<b>Position Type:</b>	Full-time:

**Basic Functions and Responsibilities**

Under general supervision of the Clinical Administrator, the Behavioral Health Professional provides services to at-risk children and adults, individuals with mental health or substance abuse related issues.

**Job Description**

**ROLE AND RESPONSIBILITIES**

- Provides initial and ongoing assessments and serves as a resource person
- Develops case plans, makes arrangements for appropriate services, and monitors individuals receiving Behavioral Health services
- Participate on committees and task forces as assigned
- Complete all required documentation related to job functions within established timelines
- May provide services in the following areas:
  - Adult Protective Services to adults-at-risk and elder adults-at-risk including court and monitoring actions related guardianships and protective placements
  - Crisis Intervention Services including risk assessment, linkage and follow-up activities, crisis planning, and initiating court and monitoring actions related to emergency detentions and civil commitments;
  - Coordinated Services Team
  - Comprehensive Community Services
  - Community Recovery Services
  - Targeted Case Management
  - Any other related services or programs

**QUALIFICATIONS AND EDUCATION REQUIREMENTS**

- Minimum of a Bachelor's degree with major in social work, sociology, psychology, or guidance and counseling; or general college degree with two years professional experience in a human services agency.
- Valid Wisconsin's driver's license.
- Credentialed by the Wisconsin Department of Safety and Professional Services as a Certified Social Worker or other advanced credential such as Advance Practice Social Worker, Licensed Clinical Social Worker, Licensed Professional Counselor, and License Marriage and Family Therapist (individuals who can identify a path to licensure may be considered).

**PHYSICAL DEMANDS**

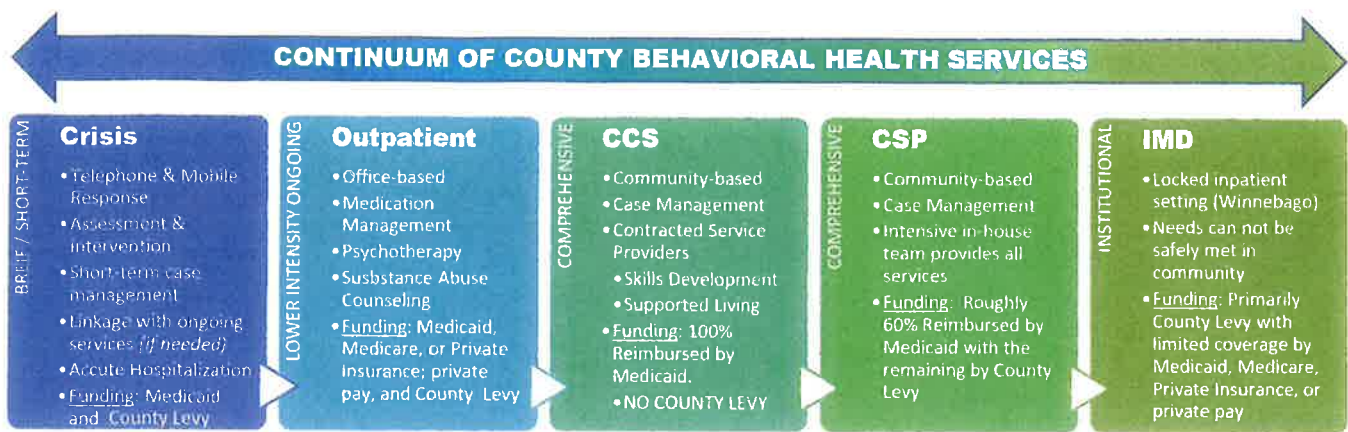
A large percentage of time is spent Sitting, walking, talking, hearing, keyboarding, using judgment. Stands, stoops, climbs, bends, reaches, uses near and far vision, lifts, pushes/pulls up to 10 pounds, carries up to 40 pounds, is exposed to adverse weather, potential for physical attack, travels to and moves about county sites and 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:** \_\_\_\_\_



Importance of Community-Based Services: Both the Community Support Program (CSP) and Comprehensive Community Services (CCS) are community-based Medicaid programs that serve individuals with significant mental health issues. By providing intensive services to these individuals in the community, we are able to eliminate or reduce the need for more disruptive and costly stays in institutional settings or “Institutions of Mental Disease” (IMD).

There’s a significant consequence to individuals’ lives and to the county budget if we cannot meet their treatment needs in our community. Institutional stays take people away from their community and support system and is extremely costly to the county. The daily rate for Winnebago Mental Health Institute ranges from \$1,319 to \$1,627 per day (which would translate to \$40,000 or more per month). Charges for institution stays are mostly covered by county levy. Medicare or private insurance may cover a portion of the cost. Medicaid only covers a portion of institutional stays for individuals who are under the age of 22 or over age 64 (for ages 22 – 64 Medicaid does NOT cover IMD).

CCS vs CSP: Comprehensive Community Services serves a broader group of adult and child residents of Monroe County with mental health and/or substance-use disorders that need professional assistance to function and live in the community. The Community Support Program only serves adults with specific severe and persistent mental health diagnoses. While both are Medicaid programs, counties are reimbursed for 100% of the CCS program costs, but receive roughly only 60% Medicaid reimbursement for the CSP program. In addition to covering a wide range of community support and skill building services, CCS Medicaid also covers the cost of services in adult community residential facilities. Conversely, CSP Medicaid reimbursement does not cover these same residential placements so county levy must be used. Overall, CCS offers more service options to a broader range of recipients and is financially better for the county budget.

CCS Staffing Needs: The CCS program continues to grow as more Monroe County adults and children are identified who need these services – 121 individuals are currently receiving CCS services, 31 have been determined to be eligible but are waiting to be assigned a case manager, and 52 individuals are waiting to be screened to determine if they are eligible. There are currently 8 full-time equivalent CCS positions. Each has the capacity to carry a caseload of 17-18 adult and children consumers. If no other action is taken, CCS will surpass maximum caseload capacity as we work through the screening and admission process for those waiting to be served. The CSP caseload remains stable and does not require an additional case manager.

Eliminating the vacant CSP Case Manager position and replacing it with an additional CCS Behavioral Health Social Worker will make it possible to address the service needs of our Monroe County residents waiting for services.

RESOLUTION No. \_\_\_\_\_

**RESOLUTION ADOPTING AN AMENDMENT TO THE  
MONROE COUNTY MULTI-HAZARDS MITIGATION PLAN 2019-2023**

1 **WHEREAS**, Monroe County recognizes the threat that natural and man-made hazards pose to  
2 people and property; and

3

4 **WHEREAS**, undertaking hazard mitigation actions before disasters occur will reduce the  
5 possibility and potential of harm to people and property and save taxpayer dollars; and

6

7 **WHEREAS**, an adopted all hazards mitigation plan is required as a condition of future grant  
8 funding for mitigation projects; and

9

10 **WHEREAS**, Monroe County participated jointly in the planning process with the other local  
11 units of government within the County to prepare a Multi-Hazards Mitigation Plan; and

12

13 **WHEREAS**, on December 18, 2019, Monroe County adopted the Monroe County Multi-  
14 Hazards Mitigation Plan 2019-2023 as the official plan of Monroe County; and

15

16 **WHEREAS**, the Monroe County Multi-Hazards Mitigation Plan 2019-2023 has been amended  
17 to include Norwalk-Ontario-Wilton School District as a plan participant; and

18

19 **WHEREAS**, the Norwalk-Ontario-Wilton School District has submitted a risk assessment  
20 survey and proposed mitigation project to be included in the plan amendment; and

21

22 **NOW THEREFORE BE IT RESOLVED**, that Monroe County, hereby adopts the amendment  
23 to the Monroe County Multi-Hazards Mitigation Plan 2019-2023; and

24

25 **BE IT FURTHER RESOLVED** that the Monroe County Emergency Management Department  
26 will submit, on behalf of the Norwalk-Ontario-Wilton School District, the adopted amendment to  
27 the Monroe County Multi-Hazards Mitigation Plan 2019-2023 to Wisconsin Emergency  
28 Management and Federal Emergency Management Agency Officials.

29

30 Offered by the Public Safety & Justice Committee this 22<sup>nd</sup> day of November, 2022.

31

32 Purpose: To officially adopt the amendment to the Monroe County Multi-Hazards Mitigation Plan  
33 2019-2023.

34

35 Fiscal Note: Maintains eligibility for certain grants or programs.

36

37 Drafted by: Roxie Anderson, Land Use Planner, Land Conservation Department



Finance Vote (if required):

\_\_\_\_ Yes \_\_\_\_ No \_\_\_\_ Absent

\*\*\*\*\*

Approved as to form:

\_\_\_\_\_  
Lisa Aldinger Hamblin, Corporation Counsel

ADOPTED  FAILED  AMENDED

OTHER \_\_\_\_\_

County Board Vote on: \_\_\_\_\_ 20\_\_

\_\_\_\_ Yes \_\_\_\_ No \_\_\_\_ Absent

Committee of Jurisdiction Forwarded on: \_\_\_\_\_, 20\_\_

VOTE: \_\_\_\_ Yes \_\_\_\_ No \_\_\_\_ Absent

Committee Chair: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

STATE OF WISCONSIN  
COUNTY OF MONROE

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

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

**RESOLUTION 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 22<sup>nd</sup> 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

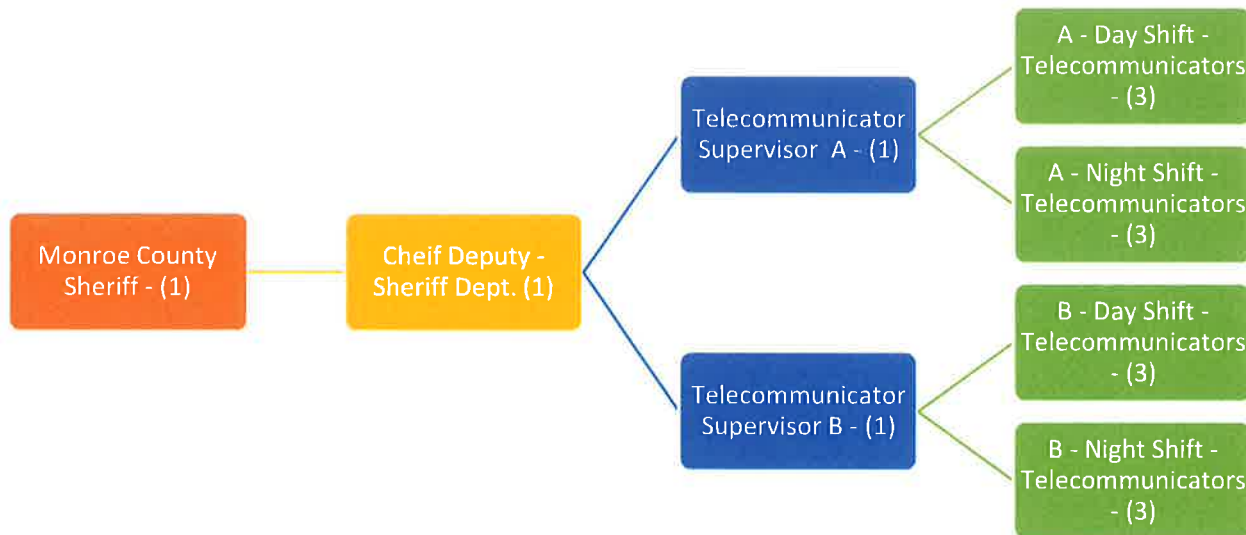
ADOPTED  FAILED  AMENDED  
 OTHER \_\_\_\_\_  
County Board Vote on: \_\_\_\_\_ 20\_\_  
\_\_\_\_ Yes \_\_\_\_ No \_\_\_\_ Absent

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.

## **MONROE COUNTY CELL PHONE POLICY**

### **ISSUANCE OF COUNTY CELL PHONES**

Monroe County recognizes that certain job functions require that an employee be accessible when away from the office or during times outside scheduled working hours. For this reason, Monroe County will provide cell phones to select employees as a working condition fringe benefit. Monroe County will include language in employment contracts, job descriptions, and personnel manuals documenting the business reasons for providing employee with cell phones. Employee will be required to sign a cell phone agreement acknowledging that the cell phone shall be used for legitimate County related business purposes. Employee also agrees to take reasonable precautions to protect the cell phone from damage, loss or theft by storing it in a secure location. While County issued cell phones are intended for County related business use, Monroe County recognizes that occasional personal use may occur. Monroe County employees should make every effort to keep personal use of company cell phones to a minimum.

### **CELL PHONE USE**

Employees are prohibited from using a personal or County provided handheld cellular phone or other electronic device (including answering, talking, listening, dialing, texting, data entry, or otherwise manipulating the controls of the device) while driving a County-owned vehicle or a personal vehicle on County business due to safety concerns (unless responding to a life threatening/emergency situation or necessary law enforcement). Instead, employees should legally and safely park the vehicle to make or receive calls. If an employee is unable to pull over or stop before receiving a call/message, they should return the call later when they are able to find a safe and legal spot to park their vehicle. Employees may use a hands-free or voice-operated device if the driver does not use his or her hands to operate the device, except to activate or deactivate a feature or function of the device by touching a single button for increased safety. Employees should keep the conversation brief, and immediately locate a legal and safe area to park their vehicle to complete the call/message.

### **CELL PHONE PLANS**

All County issued cell phones are to be acquired through Administration Department with the preapproved vendor. Exceptions to this policy may be made. Any exceptions must be approved by Administration. Administration Department will monitor usage and recommend adjustments to terms as needed to ensure that the appropriate plans are efficient for the needs of said position. Cell Phone plan and subsequent changes will be approved by the Department Head.

### **PERSONAL CELL PHONES**

Employees are not allowed to use personal cell phones for County Business to include the access and use of email. ~~The only~~ Exceptions to this policy ~~is~~ include for the use of Multi-Factor Authentication if required, and if an employee is in an area where they do not have radio service or cellular coverage with their work cell phone.

Each department may restrict the carrying or use of cell phones by staff as deemed appropriate for the department working conditions in the judgment of the Department Head with advance notice to staff. Carrying or use of personal cell phones on Monroe county premises is a privilege for employees who are expected to abide by this policy regarding cell phone use. Employees of Monroe County are asked to minimize the use of personal cell phones in the workplace. Violations of this policy may result in revocation of the permission to carry a cell phone on county premises in addition to discipline depending on the violation.

### **PICTURE DEVICES**

Use of device, whether County or Personal must be in compliance with the County Code of Ethics and respectful of client and staff privacy rights. Generally, photographs should not be taken contrary to a person's wishes, nor where a client or personal confidentiality or privacy may be violated. Absolutely no lewd or obscene photographs may be taken or displayed at work unless required for official County business. Violations may result in confiscation of the device in addition to discipline.

### **REVOCAION OF COUNTY CELL PHONES OR DEVICES**

Failure to comply with any of these policies associated with the use of Monroe County's cell phones shall be subject to possible revocation of cell phone privileges. The Administration Department with approval of the Department Head, shall determine whether cell phones are to be revoked.