



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, March 21, 2018

202 SOUTH K STREET, RM 1
SPARTA, WISCONSIN 54656
PHONE 608-269-8705
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SUBJECT MATTER TO BE CONSIDERED

1. Call to Order/Roll Call
2. Next Month's Meeting Date & Time
3. Minutes approval February 21, 2018
4. Public Comment
5. Budget Adjustment(s) – Discussion/Action
 - a. Human Services
 - b. Sheriff's Office/Emergency Management
 - c. Health Department (2)
 - d. Information Systems
6. Nursing Home Building Project
 - a. Update
 - b. Voucher Approval – Discussion/Action
 - c. Nursing Home Bonding Award – Discussion/Action
7. Fiscal Note Approval(s) – Discussion/Action
 - a. Resolution Authorizing a Market Study For Tomah, Wisconsin Assisted Living And Memory Care Assisted Living For Rolling Hills Rehabilitation Center
 - b. Resolution Adopting A Benevolent Fund Policy
8. Treasurer
 - a. Monthly Treasurers Report
 - b. Treasurer Department Monthly Report Review
9. Finance
 - a. Monthly Financial Report
 - b. Finance Department Monthly Report Review
 - c. Credit Card Policy – Discussion/Action
 - d. Monroe County Accounting & Financial Policies and Procedures Manual – Discussion/Action
 - e. 2017 Audit
10. Animal Shelter Donation Policy – Discussion/Action
11. Sale of Surplus Property – Discussion
12. 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
 - d. Justice Center Voucher Approval

**FINANCE MEETING
March 21, 2018 Agenda**

13. Items for next month's agenda
14. Adjournment

Cedric Schnitzler, Committee Chair
Date notices mailed: March 14, 2018

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
February 21, 2018

Present: Cedric Schnitzler, Pete Peterson, Wallace Habegger; Absent: Mark Halverson and Douglas Path
Others: Jim Bialecki, Tina Osterberg, Annette Erickson, Andrew Kaftan, Penny Brueggen, Ron Hamilton, Linda Anderson, Garlynn Brookshaw, Jarrod Roll, Bob Micheel, Gail Frie, Rob Conroy, Sharon Nelson, Shirley Chapiewsky, Bob Janovick

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 – March 21, 2018 in the Monroe County Board Assembly Room at 9:00 a.m.
- Minutes Approval – Motion by Pete Peterson second by Wallace Habegger to approve the 01/17, 01/18 & 01/24/18 minutes. Carried 3-0.
- Public Comment – One member of the public addressed the committee.
- Nursing Home Project Update – Linda Anderson provided an update of the nursing home project. Numbers for the Tomah Site are anticipated to be available during the March 16th Building Advisory Committee meeting.
- S & P Rating for 2018 General Obligation Corporate Purpose Bonds for New Nursing Home – Tina Osterberg provided the Standard & Poors rating to members. The county's long term rate lowered from AA to AA-. Tina explained the assessment. Discussion.
- Nursing Home Voucher Approval – Discussion. Motion by Pete Peterson second by Wallace Habegger to approve voucher in the amount of \$15,000.00 to Standard & Poor's, the voucher is pending Rolling Hills approval. Carried 3-0.
- Nursing Home Bonding Award – Tina Osterberg explained that Monroe County is able to bond in March or at the April Organizational meeting.
- Sheriff's Office
 - a. Fee Schedule – Rob Conroy explained the fee schedule. Discussion.
 - b. Extended Sanctions Program – No discussion.
- Line Item Transfer -
 - a. Human Services – Ron Hamilton explained the 2017 line item transfer in the amount of \$2,078.00 for minibus repair and fuel expenses. Motion by Pete Peterson second by Wallace Habegger to approve line item transfer. Carried 3-0.
 - b. Solid Waste – Gail Frie explained the 2017 line item transfer in the amount of \$100.00 for electricity; 2017 line item transfer in the amount of \$4,000.00 for increase in leachate disposal from excessive rains. Motion by Pete Peterson second by Wallace Habegger to approve both line item transfers above. Carried 3-0.
 - c. Medical Examiner – Penny Brueggen explained the 2017 line item transfer in the amount of \$8,168.13 for salaries, fringe benefits and equipment service; 2018 line item transfer in the amount of \$542.00 for labor and installation of door lock. Motion by Pete Peterson second by Wallace Habegger to approve both line item transfers above. Carried 3-0.
 - d. County Board – Tina Osterberg explained the 2017 line item transfer in the amount of \$8,420.00 for salaries and fringes. Motion by Wallace Habegger second by Pete Peterson to approve line item transfer. Carried 3-0.
- Budget Adjustments
 - a. Sheriff's Office – Rob Conroy explained the 2018 budget adjustment in the amount of \$20,000.00 for transport vans. Motion by Wallace Habegger second by Pete Peterson to approve budget adjustment. Carried 3-0.

- b. Emergency Management – Budget Adjustment pulled from agenda at request of Deputy Sheriff, Rob Conroy. This item will be revisited next month due to revising lines.
 - c. Dispatch – Tina Osterberg explained the 2017 budget adjustment in the amount of \$4,000.00 from return of contingency funds for portion of the Ft. McCoy radio project. Motion by Pete Peterson second Wallace Habhegger to approve budget adjustment. Carried 3-0.
 - d. Maintenance – Tina Osterberg explained the 2018 budget adjustment in the amount of \$950.00 for Toolcat salter. Discussion. Motion by Wallace Habhegger second Pete Peterson to approve budget adjustment. Carried 3-0.
 - e. Land Conservation – Bob Micheel explained the 2017 budget adjustment in the amount of \$8,867.00 for flood damage to two dams in Portland and recording fee overages. Discussion. Motion by Pete Peterson second by Wallace Habhegger to approve budget adjustment. Carried 3-0.
 - f. Health – Sharon Nelson explained the 2018 budget adjustment in the amount of \$8,000.00 for grant to prevent prescription drug use and misuse; and a 2018 budget adjustment in the amount of \$20,800.00 for grant to develop and implement a comprehensive Dementia-Friendly Community Initiative. Discussion. Motion by Wallace Habhegger second by Pete Peterson to approve budget adjustment. Carried 3-0.
 - g. Local History Room – Jarrod Roll explained the 2017 budget adjustment in the amount of \$8,227.10 for on call hours for public programming and community outreach initiatives. Motion by Pete Peterson second Wallace Habhegger to approve budget adjustment. Carried 3-0.
 - h. Information Systems – Tina Osterberg explained the 2018 budget adjustment in the amount of \$33,285.86 for EO Johnson payout for printers and copiers under contract. Motion by Pete Peterson second by Wallace Habhegger to approve budget adjustment. Carried 3-0. Tina Osterberg pulled the 2018 budget adjustment in the \$153,583.24, it will be brought back next month as the amounts have changed.
 - i. Finance – Tina Osterberg explained the 2018 budget adjustment in the amount of \$149,075.31 for completion of the financial software implementation project. Motion by Wallace Habhegger second by Pete Peterson to approve budget adjustment. Carried 3-0.
- Resolution Authorizing Clerk of Courts' and Sheriff's Salary Rates for the Next Term of Office in 2019-2022. The resolution will set salary rates for the next four year term and will be budgeted in 2019 through 2022 accordingly. Motion by Wallace Habhegger second by Pete Peterson to approve fiscal note. Carried 3-0.
 - Resolution Authorizing Two Additional Hours per Week for the Museum Services Associate Position in the Local History Room – Jarrod Roll explained the additional cost of \$3,074.00 annually will come from the Local History Room Trust in 2018 and subsequent years. Motion by Wallace Habhegger second by Pete Peterson to approve fiscal note. Carried 3-0.
 - Resolution Reauthorizing of Self-Insurance – Shelley Bohl explained that the resolution would authorize Monroe County to continue as a self-insured entity for purposes of worker's compensation insurance. Motion by Wallace Habhegger second by Pete Peterson to approve resolution and forward to the full board for approval. Carried 3-0.
 - Resolution Adopting Benevolent Fund – Andrew Kaftan, Corporation Counsel provided members with the benevolent fund policy. It was a suggestion to make the policy more clear on whom can come forward with concerns, what the exceptions are, etc. The policy will be further looked at and a resolution drafted for Administrative/Personnel Committee review.
 - Animal Shelter Donation Policy – No discussion. This item will be reviewed next month.
 - Treasurer
 - a. Annette Erickson provided the Monthly Treasurers Report.
 - b. Treasurer Department Monthly Report Review.
 - Finance
 - a. Tina Osterberg provided the Monthly Financial Report.

- b. Finance Department Monthly Report Review.
 - c. Credit Card Policy – Tina Osterberg explained policy questions have arisen:
 - *Departments using other departments cards for purchase over limits
 - *Gift Card Purchases
 - *Accidental use of Credit Card for Personal Use
 - d. Monroe County Accounting & Financial Policies and Procedures – Tina Osterberg provided members with the county accounting and financial policies and procedures manual. Discussion. Tina explained that it is her hope to discuss, modify and have the manual finalized to hand out at the March County Board meeting and forwarded to the board in April for final approval.
- Monthly Approvals –
 - a. Monthly Notice of Donations/User Fees Received Budget Adjustment – Motion by Pete Peterson second by Wallace Habegger to approve Monthly Notice of Donations/User Fees Received. Carried 3-0.
 - b. Monthly County Disbursement Journal – Motion by Pete Peterson second by Wallace Habegger to approve Monthly County Disbursement Journal. Carried 3-0.
 - c. Monthly Per Diems and Vouchers - Motion by Pete Peterson second by Wallace Habegger to approve Monthly County Per Diems and Vouchers. Carried 3-0.
 - d. Justice Center Voucher Approval – Discussion. Motion by Pete Peterson second by Wallace Habegger to approve Justice Center Vouchers in the amount of \$107,370.26. Carried 3-0.
 - Items for next month's agenda – Emergency Management Budget Adjustment, Information Systems Budget Adjustment, Human Services Line Item Transfer, Animal Shelter Donation Policy, Benevolent Fund Resolution.
 - Adjournment - Motion by Pete Peterson second by Wallace Habegger to adjourn at 11:30 a.m. Carried 3-0.

Shelley Bohl, Monroe County Clerk
Recorder

MONROE COUNTY
Notice of Budgetary Adjustment

Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: Mar 5, 2018
Department: Human Services
Amount: \$87,000.00
Budget Year Amended: 2017

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



Budget Adjustment to cover expense of Mental Health commitments and out of home placement expenses for children that were higher in 2017 than was budgeted.

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	\$ 110,187.59	\$ (87,000.00)	\$ 23,187.59
24950560	525005	HS520	CS Trempealeau Cnty Health Care	\$ 233,000.00	\$ 37,000.00	\$ 270,000.00
24950560	525005	HS530	CS Mendota Mental Health Inst.	\$ 200,000.00	\$ 50,000.00	\$ 250,000.00
						\$ -
Total Adjustment					\$ -	

Department Head Approval: 
Date Approved by Committee of Jurisdiction:  3-5-18
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: February 21, 2018
 Department: Sheriff's Office/EM
 Amount: \$32,374.98
 Budget Year Amended: 2018

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

A Homeland Security Grant was awarded to Monroe County Emergency Management for \$4,606 to conduct a tabletop exercise to be conducted with a contractor. The grant covers the contract costs in full. All Hazard Mitigation Grant awarded in 2017. Balance revenue (\$27,768.98) and expense to to be included into 2018. Revenue covers the expenses in this grant as well.

Revenue Budget Lines Amended:

Account #	Account Name	Original Budget	Budget Adjustment	Final Budget
12900000.432102	Fed Aid EMPG Grant	\$ (44,789.00)	\$ (27,768.98)	\$ (72,557.98)
12902000.432102	Homeland Security Grant		\$ (4,606.00)	\$ (4,606.00)
				\$ -
				\$ -
Total Adjustment			\$ (32,374.98)	

Expenditure Budget Lines Amended:

Account #	Account Name	Original Budget	Budget Adjustment	Final Budget
12900000.521340	Contracted Services	\$ 4,500.00	\$ 27,768.98	\$ 32,268.98
12902000.521340	Contracted Services		\$ 4,606.00	\$ 4,606.00
				\$ -
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ 32,374.98	

Department Head Approval: Scott Quirk
 Date Approved by Committee of Jurisdiction: Paul [Signature] 03-12-18
 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: March 5, 2018
 Department: Health Department
 Amount: \$1,573.84
 Budget Year Amended: 2018

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

Received a \$1437.00 grant from the Tomah Memorial Hospital Foundation and \$136.84 donation from Monroe County Car seat coalition to support the Health Department's car seat program.

This funding will allow the department to purchase car seats for infants and children of income eligible families, with the overall goal of decreasing childhood injuries and death.

Revenue Budget Lines Amended:

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
24110000	432205		DOT Health Prog.	\$ 2,000.00	\$ 1,573.84	\$ 3,573.84
						\$ -
						\$ -
						\$ -
Total Adjustment					\$ 1,573.84	

Expenditure Budget Lines Amended:

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
24110000	534050		Block Grant	\$ 14,999.00	\$ 1,573.84	\$ 16,572.84
						\$ -
						\$ -
						\$ -
						\$ -
Total Adjustment					\$ 1,573.84	

Department Head Approval: *Debra Nelson*

Date Approved by Committee of Jurisdiction: *David A. ... 3-5-18*

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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MONROE COUNTY

Notice of Budgetary Adjustment

Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: March 5, 2018
 Department: Health Department
 Amount: \$250.00
 Budget Year Amended: 2018

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

Received a \$250.00 donation from The First United Methodist Church (UMC) Piecemakers, Tomah to support our Safety for All Kids (SAK) Pack program with the goal of reducing infant and child injuries consisting of safety prevention items, such as window alarms, outlet covers, bath thermometers, cabinet locks and educational materials. UMC Piecemakers sews and donates baby quilts to families enrolled in health department programs.

Revenue Budget Lines Amended:

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
24110000	485000	420	SAK Pack	\$ -	\$ 250.00	\$ 250.00
						\$ -
						\$ -
						\$ -
Total Adjustment					\$ 250.00	

Expenditure Budget Lines Amended:

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
24110000	534050		Block Grant Supplies	\$ 16,572.84	\$ 250.00	\$ 16,822.84
						\$ -
						\$ -
						\$ -
						\$ -
Total Adjustment					\$ 250.00	

Department Head Approval: *Maureen Delaney*

Date Approved by Committee of Jurisdiction: *David A. Rice 3-5-18*

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: February 1, 2018
 Department: Information Systems
 Amount: \$151,722.14
 Budget Year Amended: 2018

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

This budget adjustment is to carry over the remaining MyEvolv funds from 2017 to 2018 for the completion of the Human Service financial software implementation project. In 2017 \$92,219.86 of the original \$243,942 in MyEvolv implementation funds were invoiced.

Revenue Budget Lines Amended:

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
71475000	493000		I.S. Fund Balance Applied	\$ 80,000.00	\$ 151,722.14	\$ 231,722.14
						\$ -
						\$ -
						\$ -
Total Adjustment					\$ 151,722.14	

Expenditure Budget Lines Amended:

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
71475000	521415	19790	Computer Ops-Human Serv	\$ 57,400.00	\$ 151,722.14	\$ 209,122.14
						\$ -
						\$ -
						\$ -
						\$ -
Total Adjustment					\$ 151,722.14	

Department Head Approval: _____

[Signature] 3-8-2018

Date Approved by Committee of Jurisdiction: 03-15-18

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. _____

1 MARKET STUDY FOR TOMAH, WISCONSIN ASSISTED LIVING AND MEMORY
2 CARE ASSISTED LIVING FOR ROLLING HILLS REHABILITATION CENTER
3

4 WHEREAS, WIPFLi LLP has been selected to and has agreed to complete a market study for
5 Tomah, Wisconsin for an elderly assisted living and memory care assisted living for Rolling
6 Hills Rehabilitation Center, and
7

8 WHEREAS, WIPFLi LLP has agreed to complete a financial feasibility assessment of the
9 project, and ongoing consulting services related to implementation of the project if located at the
10 site in Tomah, Wisconsin, and
11

12 WHEREAS, Professional Fees are projected as follow:

- 13 Market Study (Assisted Living) - Tomah \$7,500
- 14 Financial Feasibility Updates \$5,000
- 15 Ongoing Consulting and Support Services \$10,000 (Not to Exceed), and

16
17 WHEREAS, as each element of the study is completed, WIPFLi will converse with
18 management about approval to implement the next phase of the study before proceeding.
19

20 NOW THEREFORE BE IT RESOLVED by the Monroe County Board of Supervisors to
21 approve the engagement with WIPFLi LLP to complete a market and financial feasibility study
22 of the elderly assisted living and memory assisted living facility at the Tomah, Wisconsin site
23 for the Rolling Hills Rehabilitation Center.
24

25 Dated this ____ day of March, 2018.
26

27 OFFERED BY THE ROLLING HILLS COMMITTEE:
28

29 Purpose: To approve WIPFLi LLP to complete a market study for Rolling Hills Rehabilitation
30 Center in Tomah, Wisconsin.
31

32 Fiscal Note: Funds are to come out of Account 64750990 589000, RH Bldg-Constuction in
33 Progress.

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

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

Approved as to form on _____ _____ Andrew C. Kaftan, Corporation Counsel
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Committee Chair: _____ _____ _____
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<input type="checkbox"/> ADOPTED <input type="checkbox"/> FAILED <input type="checkbox"/> AMENDED <input type="checkbox"/> OTHER _____ County Board Vote on: _____ 20__ ____ Yes ____ No ____ Absent

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

RESOLUTION ADOPTING A BENEVOLENT FUND POLICY

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WHEREAS, The Monroe County Administration & Personnel Committee discussed creation of a policy which would maintain a Benevolent Fund budgetary line item to provide flowers or plants to be sent to memorial services or families of county employees or county elected officials who have passed away; and

WHEREAS, The Monroe County Finance Committee on December 20, 2017 considered the policy and approved it.

NOW, THEREFORE, BE IT RESOLVED, Monroe County shall:

1. Establish a County Board Benevolent Fund line in the County Board Budget, 11100000 539060; and
2. Transfer monies out of County Board Mileage to start the account in 2018; Future year funds will be included in future budgets; and
3. Adopt the attached Benevolent Fund Policy effective 01/01/2018; and
4. Funds to be set at \$500.00 each year in the County Board Budget; and
5. A County Clerk, County Administrator and/or County Board Chair exercising discretion under this policy is not liable for action taken in good faith; good faith being presumed; and
6. Once current year budgeted funds are depleted, any additional funding would need to be approved through a change to the budgeted line according to the Accounting & financial Policies and Procedures Manual.

Dated this 28th Day of March, 2018.

Offered by the Administration & Personnel Committee

Purpose: To Establish a Monroe County Benevolent Fund Policy effective 01/01/2018.

Fiscal Note: Budget \$500.00 each year to the Monroe County Benevolent Fund. 2018 funds will be moved from County Board Mileage.

Reviewed as to form on _____ _____ Andy Kaftan, Corporation Counsel	Committee of Jurisdiction Forwarded on: <u>March 13 20 18</u> <u>4</u> Yes <u>0</u> No <u>1</u> Absent Committee Chair: <u><i>Wallace H. Plegger</i></u> <u><i>Mary VonKuden</i></u> <u><i>John Peterson</i></u> <u><i>John Schuyler</i></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, 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)

BENEVOLENT FUND POLICY

Monroe County shall maintain a Benevolent Fund as a budgetary line item to provide flowers or plants not to exceed seventy-five dollars (\$75.00) to be sent to the memorial services or families of county employees or county elected officials who have passed away. This policy does not extend to spouses or other relatives of county employees or county elected officials who pass away. Nothing in this policy precludes individuals or groups from purchasing additional honorariums at their own expense. The notification of the death of a county employee or county elected official shall be immediately reported to the Monroe County Clerk who shall make arrangements for the flowers or plants to be sent to the memorial service or family of the deceased, and report the expenditure at the next meeting of the Monroe County Finance Committee. Exceptions to this policy may be granted by the joint concurrence of the County Board Chair and County Administrator and reported at the next meeting of the Monroe County Finance Committee.

(Monroe County Finance policy, 1/1/18)