



MONROE COUNTY BOARD OF SUPERVISORS

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NOTICE OF MEETING

COMMITTEE: ADMINISTRATION &
PERSONNEL COMMITTEE
TIME: 9:00 a.m.
PLACE: Monroe County Justice Center
Monroe County Board Assembly Room
South Side/Oak Street Entrance
1st Floor – Room #1200
112 South Court Street
Sparta, WI 54656
DATE: Tuesday February 14, 2023

SUBJECT MATTER TO BE CONSIDERED

1. Call to Order/Roll Call
2. Next month's Meeting Date/Time
3. Minutes Approval of January 10, 2023
4. Request for Line Item Transfer(s) – Discussion/Action
 - Child Support
 - Land Records
 - Information Technology
 - County Board
 - County Clerk
5. Veterans Service Office
 - Resolution Authorizing Monroe County Suicide Prevention Task Force Donation Policy, Non-lapsing Account and Budget – Discussion/Action
6. Land Information
 - A transition from Applied Data Consultant's WG Xtreme website to Schneider Geospatial's Beacon website for online GIS - Discussion
7. Information Technology Director Report
8. Personnel Director
 - Employee Recruitment - Discussion
 - Director Report
9. County Administrator Report
10. Next Month's Agenda Items
11. Adjournment

Wallace Habegger, Committee Chair

Date notices mailed: February 8, 2023

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.

Administration & Personnel Committee
January 10, 2023

Present: Wallace Habhegger, Jason Jandt, Todd Sparks, James Kuhn

Absent: Toni Wissestad

Others: Tina Osterberg, Ed Smudde, Hannah Olsen, Adrian Lockington, Chris Weaver, Wes Revels, Rick Folkedahl, Pamela Pipkin

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

- Next Month's Meeting Date/Time – The next meeting is February 14, 2023 at 9:00 a.m. in the Monroe County Board Assembly Room.
- Minutes Approval – Motion by Jason Jandt second by Todd Sparks to approve the December 13, 2022 minutes. Shelley Bohl, County Clerk noted that Pamela Pipkin was at the meeting but was not included in the attendance. Carried 4-0.
- Personnel line item transfer. Ed Smudde, Personnel Director explained the 2022 line item transfer in the amount of \$2,956.00 for labor relations and ID badges. Motion by James Kuhn second by Jason Jandt to adopt the line item transfer. Discussion. Carried 4-0.
- Rick Folkedahl provided the Information Technology Director Report.
- Ed Smudde provided the Personnel Director Report.
- Recruitment and what the Board can do to help – Ed Smudde, Personnel Director provided members with areas that could be utilized for recruitment purposes: review new ways to incentivize workers, flexibility of time, continue to expand on benefits, community outreach, establish positive work culture. Discussion. Ed will survey employees as to retention ideas/suggestions and will provide this information back to the committee.
- Tina Osterberg provided the County Administrator Report.
- Next Month's Agenda Items: Employee Recruitment
- Motion by James Kuhn second by Todd Sparks to move into closed session. Wallace Habhegger, Jason Jandt, James Kuhn and Todd Sparks all voted yes.
- Closed Session under WI Statutes 19.85(1)(c) – Request for Exception to Monroe County Personnel Policy Section 4.16 – Discussion/Action
- Motion by Jason Jandt second by Todd Sparks to return to open session. Wallace Habhegger, Jason Jandt, James Kuhn and Todd Sparks all voted yes.
- Chair Habhegger announced that the committee approved the request for exception to Monroe County Policy section 4.16(2)(b).
- Wallace Habhegger adjourned the meeting at 10:53 a.m.

Shelley Bohl, Monroe County Clerk
Recorder

REQUEST FOR LINE ITEM TRANSFER

Date: _____ Monroe
Department: _____ Child Support
Amount: \$ _____ 13,528.92
Budget Year Amended: _____ 2022

From Account

Org	Object	Project	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
21330000	531000		Office Supplies	\$ 3,000.00	\$ 489.19	\$ 2,510.81	\$ 2,510.81
21330000	531050		Postage	\$ 12,000.00	\$ 560.60	\$ 11,439.40	\$ 11,439.40
21330000	532000		Books/Subscriptions	\$ 1,250.00	\$ 1,194.11	\$ 55.89	\$ 55.89
21330000	532500		Dues	\$ 750.00	\$ 90.00	\$ 660.00	\$ 660.00
21330000	521415		Computer Operation	\$ 6,500.00	\$ 536.48	\$ 5,963.52	\$ 5,963.52
21330000	522025		Telephone	\$ 2,106.00	\$ 589.15	\$ 1,516.85	\$ 1,516.85
21330000	523600		Equipment	\$ 3,000.00	\$ 281.19	\$ 2,718.81	\$ 2,718.81
21330000	533010		Conferences	\$ 3,020.00	\$ 779.00	\$ 2,191.00	\$ 2,241.00
21330000	533200		Mileage	\$ 1,700.00	\$ 817.75	\$ 882.25	\$ 882.25
21330000	521040		Court Related	\$ 4,000.00	\$ 2,053.93	\$ 1,741.07	\$ 1,946.07
21330000	521340	CS260	Contracted Services-Process	\$ 9,000.00	\$ 5,250.00	\$ 3,750.00	\$ 3,750.00
21330000	521340	CS250	Contracted Services-Bailiff	\$ 4,300.00	\$ 887.52	\$ 1,612.78	\$ 3,412.48
Total Transfer					\$ 13,528.92		

To Account

Org	Object	Project	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
21330000	515020	CS110	Health Insurance-Dedicated	\$ 51,574.00	\$ 13,528.92	\$ 66,120.18	\$ 65,102.92
							\$ -
							\$ -
Total Transfer					\$ 13,528.92		

Explanation for Transfer:

I had an employee take health insurance that was not budgeted for and am transferring unused amounts from other areas of my budget.

Department Head Approval _____

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: 2/1/2023
Department: Land Records
Amount: \$ 30.98
Budget Year Amended: 2022

From Account

Org	Object	Project	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
11750000	533200		Mileage	\$ 500.00	\$ 30.98	\$ -	\$ 469.02
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
Total Transfer					\$ 30.98		

To Account

Org	Object	Project	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
11750000	511000		Salaries	\$ 67,577.67	\$ 30.98	\$ 67,273.79	\$ 67,608.65
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
Total Transfer					\$ 30.98		

Explanation for Transfer:

Adjust for actual Salary & Fringe expenses

Department Head Approval _____

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: 2/9/2023
Department: Information Technology
Amount: \$ 1,457.00
Budget Year Amended: 2022

From Account

Org	Object	Project	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
71470000	533010		Conferance/Seminars	\$ 8,150.00	\$ 1,457.00	\$ 5,560.00	\$ 6,693.00
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
Total Transfer					\$ 1,457.00		

To Account

Org	Object	Project	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
71470000	522025		Telephone	\$ 2,732.00	\$ 1,457.00	\$ 4,188.37	\$ 4,189.00
Total Transfer					\$ 1,457.00		

Explanation for Transfer:

Information Technology added another connection to their Lynxx invoice due to running a Lynxx Fiber when Building A was broken into.

Department Head Approval _____

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

Office Use Only

No. _____
Date: _____

Department: County Board
 Budget Year Amended: 2022

From Account

Account #	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
11100000 511000	Salaries	\$ 75,000.00	\$ 4,562.00	\$ 68,206.42	\$ 70,438.00
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
Total Transfer			\$ 4,562.00		

To Account

Account #	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
11100000 533200	Mileage	\$ 13,000.00	\$ 1,585.00	\$ 14,584.76	\$ 14,585.00
11100000 533010	Conference/Seminars	\$ 2,000.00	\$ 2,977.00	\$ 4,976.32	\$ 4,977.00
					\$ -
					\$ -
					\$ -
					\$ -
Total Transfer			\$ 4,562.00		

Explanation for Transfer:
More mileage and conference expenses than budgeted.

Department Head Approval 2-1-23

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 : _____

REQUEST FOR LINE ITEM TRANSFER

Office Use Only

No. _____
Date: _____

Department: _____ County Clerk
 Budget Year Amended: _____ 2022

From Account

Account #	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
11420000 531050	Postage	\$ 5,000.00	\$ 132.00	\$ 4,577.56	\$ 4,868.00
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
Total Transfer			\$ 132.00		

To Account

Account #	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
11420000 553100	Equipment Service Contract	\$ 3,000.00	\$ 132.00	\$ 3,161.73	\$ 3,132.00
					\$ -
					\$ -
					\$ -
					\$ -
Total Transfer			\$ 132.00		

Explanation for Transfer:
More copies printed than budgeted.

Department Head Approval *Shelley Bone* 02/01/2023

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 _____ Revised 02/20/2014

RESOLUTION NO. _____

RESOLUTION AUTHORIZING MONROE COUNTY SUICIDE PREVENTION TASK FORCE
DONATION POLICY, NON-LAPSING ACCOUNT AND BUDGET

1 WHEREAS, the Monroe County Suicide Prevention Task Force is requesting that a non-lapsing account
2 be created to accept and maintain donations of monetary, real and personal property pursuant to
3 Wisconsin State Statutes; and
4

5 WHEREAS, these funds may only be used for the purposes of preventing and reducing suicides in
6 Monroe County; and
7

8 WHEREAS, that this may be accomplished through education, training, and marketing; and
9

10 WHEREAS, that these funds may be used at the discretion of the task force and they be maintained by
11 the Suicide Prevention Task Force Chair; and
12

13 WHEREAS, once donated for a specific purpose that the items or funds are to be used only for the
14 donated purposes: and
15

16 NOW, THEREFORE BE IT RESOLVED that the Monroe County Board of Supervisors approves the
17 attached Monroe County Suicide Prevention Task Force Donation Policy; and
18

19 FURTHER BE IT RESOLVED that such funds shall be accepted in trust as donations restricted for
20 preventing and reducing suicides in Monroe County. The Finance Department shall establish Non-
21 lapsing revenue and expenditure line items in the Veterans Services Department budget for the
22 acceptance and use of donations. Use of donation funds would be approved by the Suicide Prevention
23 Task Force members.
24

25 FURTHER BE IT RESOLVED that the Monroe County Suicide Prevention Task Force shall establish a
26 budget to administer the donations pursuant to the Monroe County Suicide Prevention Task Force Donation
27 Policy.
28

29 FURTHER BE IT RESOLVED should the Monroe County Suicide Prevention Task Force receive notice
30 of land or properties to be donated they shall receive approval from the Monroe County Board to accept
31 such properties that require on going maintenance.
32

33 FURTHER BE IT RESOLVED that if Monroe County discontinues the Suicide Prevention Task Force
34 all remaining funds would be available for use by Monroe County for suicide prevention until depleted
35 and no additional funds would be accepted.
36

37 Dated this __ day of _____, 2023.
38

39 Offered By The Administration and Personnel Committee:
40

41 Fiscal note: This resolution will create Monroe County non-lapsing revenue and expenditure accounts
42 for the Suicide Prevention Task Force for future restricted use of funds received. In addition,
43 authorization will allow the carrying forward of surplus funds from year to year into the Monroe County
44 non-lapsing Suicide Prevention Task Force account. This resolution will require a majority vote of the
45 entire membership of the Monroe County Board of Supervisors for approval. No levy dollars to be
46 used.

47 Statement of purpose: This Resolution will approve the Suicide Prevention Task Force Donation Policy
 48 and authorize creation of non-lapsing revenue and expenditure line item accounts in the Veterans
 49 Services Department budget to receive donations restricted to use as established by this resolution.
 50
 51 Drafted by: Charles Weaver, Veterans Services Officer

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

MONROE COUNTY SUICIDE PREVENTION TASK FORCE DONATION POLICY

Acceptance and Use of Donations by Monroe County Suicide Prevention Task Force s for the benefit of Monroe County Residents in Preventing Suicides in Monroe County

Approved by Monroe County Resolution No. _____

This policy is created under §59.52(19) Wis. Stats. to allow the acceptance and use of monetary donations for the public governmental purpose of furthering the goals of the Monroe County Suicide Prevention Task Force.

§59.52(19) Wis. Stats. DONATIONS, GIFTS AND GRANTS. The board may accept donations, gifts or grants for any public governmental purpose within the powers of the county.

Monroe County Suicide Prevention Task Force may receive monetary donations which that will be used to assist participants in being successful in preventing suicides in Monroe County. These donations will be used by providing education, resources and post-vention services to the Citizens of Monroe County. Monroe County Suicide Prevention Task Force may accept unsolicited donations from the community, donations from programs offered to the public at large or from grants.

The Monroe County Suicide Prevention Task Force Chair will oversee this donation policy as part of his or her work for the county

DONATIONS

Donations must be accounted for through use of the Monroe County Finance Department Non-Lapsing Fund unit ledger. Receipt and disbursement of donated monies and items must be managed according to county policies or under rules created by the Finance Department to ensure proper accounting.

Listed below are the types of gifts that may be accepted by the Monroe County Suicide Prevention Task Force for the use in the prevention of suicides in Monroe County and that said donation may be used in the post-vention efforts of this task force:

- *Monetary Gifts/Donations:* Monetary gifts are acceptable in the form of cash, check, or money order.
- *Land or Properties with no liens:* These properties may be utilized in the prevention of someone with suicidal ideations or in the post-vention treatment of someone who attempted suicide or had a direct connection to someone that has completed suicide.
 - Examples of land or properties would be those areas where a person needing respite could participate in such items as camping, hiking, fishing and etc. Properties could include buildings to house temporarily displaced persons, whose homes were affected by someone completing or attempting suicide, and or a place of refuge for someone needing a safe secure place to be until they are able to stay safe on their own.

In the case of monetary donations, these funds may be used to purchase any items that will assist the Monroe County Suicide Prevention Task Force in obtaining ways to provide education, resources, and post-vention services to those citizens of Monroe County that may be in need of such items.

In the case of monetary donations, these funds may be used to purchase the following items related to suicide prevention:

- Vouchers for Temp Housing for persons with risk of Suiciding and or Family Members Impacted by someone who completed the act of suicide or attempting the act of suicide
- Advertising via Billboards, Social Media Platforms, Radio, TV Ads, Newspapers, and etc
- Training for 1st Responders, County and Non-County employees, and volunteers
- Informational products such as pamphlets, flyers, and or other media
- Gas Cards for Social Workers or other key personnel who are volunteers and have requested and have rendered assistance for emergency calls. For any volunteer who has been requested to continue follow up with those impacted by a suicide or attempted suicide
- Vouchers for Mental Health Providers if available
- SWAG (Stuff We All Get) i.e. Cups, t-shirts, stress balls, and etc. that promote the mission of the Monroe County Suicide Prevention Task Force.

SOLICITATION

The appearance of inappropriate influence must be avoided.

Donations are monies or other property given as an unsought gift, which is to be distinguished from soliciting or fundraising of funds. The county cannot solicit or fundraise funds. The county may apply for grants or donations through programs open to municipalities at large.

No county employee or official, individually or on behalf of the county, shall receive or offer to receive, either directly or indirectly, any gift, gratuity or other thing of value if it could reasonably be expected to influence the carrying out of duties, responsibilities activities of the county, official actions or judgment, or could reasonably be considered as a reward for any official action or inaction on the part of the county which he is not authorized to receive from any person who has or is seeking to obtain contractual or other business or financial relationships with the county or County Board; or conducts operations or activities which are regulated by the county or County Board; or has interests which may be substantially affected by the county or County Board.

Private Citizens who wish to further county programs can donate their money, time and efforts. If county personnel wishes to support a program or fundraising effort, they can donate their private time, effort and money.

TERMINATION

If the Monroe County Suicide Prevention Task Force ceases to operate, the funds monetary and non-monetary donations and grants will be disbursed pursuant to County Board determination.