

MONROE COUNTY BOARD OF SUPERVISORS

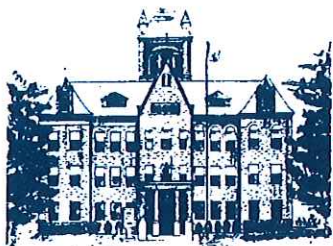
202 SOUTH K STREET, RM 1

SPARTA, WISCONSIN 54656

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www.co.monroe.wi.us



NOTICE OF MEETING

COMMITTEE: FINANCE MEETING
TIME: 9:00 a.m.
PLACE: Monroe County Highway Department
Conference Room
803 Washington Street
Sparta, WI 54656
DATE: Wednesday, February 15, 2017

SUBJECT MATTER TO BE CONSIDERED

1. Call to Order/Roll Call
2. Next Month's Meeting Date & Time
3. Minutes approval 01/18 & 01/25/17
4. Public Comment
5. Justice Center Building Project
 - a. Justice Center Update – Discussion/Action
 - b. Approval of Justice Center Vouchers – Discussion/Action
 - c. Evidence & Pistol Lockers \$16,415.54 – Discussion/Action
 - d. Change Order for Court Room Millwork Changes \$24,249.37 – Discussion/Action
 - e. Contract Modification for Louis Berger Group for Final Inspection Team \$19,194.00 – Discussion/Action
 - f. Invoice from Axley Brynelson for Architect \$2,954.55 – Discussion/Action
6. Radio Tower Project
 - a. Radio Project Update – Discussion/Action
 - b. Approval of Radio Tower Project Vouchers – Discussion/Action
7. Budget Adjustment(s) – Discussion/Action
 - a. Health
 - b. Land Records (2)
 - c. Local History Room
 - d. County Board
 - e. Finance (4)
 - f. Sheriff-Jail
 - g. Sheriff-Hazmat
 - h. Human Services
8. Line Item Transfer(s) - Discussion/Action
 - a. County Board
 - b. Senior Services
 - c. Human Services
9. Human Services Credit Card approval – Discussion/Action
10. Emergency Management Procedure Request – Discussion/Action
11. Repurpose of Funds – Discussion/Action
 - a. Sheriff
 - b. Land Conservation
12. Justice Department Budgeted Revenue Discussion
13. Local History Room Funds Discussion
14. Fiscal Note Approval(s) – Discussion/Action
 - a. Resolution authorizing restructuring of the ADRC

AMENDED

FINANCE MEETING
Wednesday, February 15, 2017

Continued Page 2

15. New Position Requests – Fiscal Note Approval Discussion/Action
 - a. Full Time Human Services Disability Benefit Specialist position
 - b. Part Time to Full Time Human Services Clerical I Position
16. American Transmission Company Environmental Impact Fee Payment/Recommendations for Use-Discussion/Action
17. Treasurer
 - a. Monthly Treasurers Report
 - b. Treasurer Department Monthly Report Review
18. Monthly Approvals – Discussion/Action
 - a. County Disbursement Journal Approval
 - b. County Board Monthly Per Diem and Voucher Approval
19. Items for next month's agenda
20. Adjournment

Cedric Schnitzler, Committee Chair
Date notices mailed: 02/09/2017

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
January 18, 2017

Present: Cedric Schnitzler, Pete Peterson, Wallace Habhegger, Mark Halverson, Douglas Path
Others: Jim Bialecki, Annette Erickson, Kurt Marshaus, Tina Osterberg, Penny Brueggen, Eric Weihe, Linda Anderson, Sharon Nelson, Gail Frie, Bob Janovick

The meeting was called to order in the Highway Department Conference Room at 9:00 a.m. by Chair Cedric Schnitzler.

- Next meeting date – February 15, 2017 at 9:00 a.m. at the Highway Department Conference Room.
- Minutes Approval – Motion by Pete Peterson second by Wallace Habhegger to approve the 12/21/16 minutes. Carried 5-0.
- Public Comment – Bob Janovick spoke during the public comment period.
- Justice Center Building Project
 - a. Justice Center Update – Kurt Marshaus provided a project update to members. May 15th, 2017 is the estimated date of completion for phase 2. Phase 3 will take 8 weeks.
 - b. Approval of monthly Justice Center Building Project expenditures – Discussion. Motion by Wallace Habhegger second by Douglas Path to approve the Justice Project expenditures in the amount of \$877,629.07. Carried 5-0.

Kurt explained the following change orders. Motion by Wallace Habhegger second by Mark Halverson to approve all change orders listed below. Discussion. Carried 5-0.

- c. Reconfiguring Area between Gridlines 8 & 9 into Storage Rooms – \$35,913.35.
 - d. Constructing Masonry Walls to Structure –\$21,213.63.
 - e. Additional Work in Kitchen and Laundry –\$33,576.20.
 - f. Installing a Gypsum Floor Over the Existing 1st Floor Slab – \$37,832.94.
 - g. Electrical & HVAC for Elevator #7 - \$47,271.04.
 - h. Revised Electrical at Sheriff's Department – \$28,432.13.
- Radio Tower Project
 - a. Radio Project Update – None.
 - b. Approval of Radio Tower Project Vouchers – None.
 - Sheriff Department Credit Card Approval – Tina Osterberg explained two requests for credit card increases; the Administrative Lieutenant to \$3,000.00 and Operations Lieutenant to \$1,000.00. Motion by Wallace Habhegger second by Mark Halverson to approve both credit card increases. Carried 5-0.
 - Line Item Transfers –
 - a. Child Support – Tina Osterberg explained the 2016 line item transfer in the amount of \$4,000.00 for genetic tests and more papers served than normal. Motion by Wallace Habhegger second by Douglas Path to approve line item transfer. Carried 5-0.
 - b. Justice – Eric Weihe explained the 2016 line item transfer in the amount of \$13,100.00 for printing and staff turnover causing a change in health insurance. Motion by Douglas Path second by Wallace Habhegger to approve line item transfer. Carried 5-0. Discussion.
 - c. Solid Waste – Tina Osterberg explained the 2016 line item transfer in the amount of \$2,040.00 for phone, mileage and salary overages. Discussion. Motion by Douglas Path second by Mark Halverson to approve line item transfer contingent upon committee approval. Carried 5-0.
 - d. Human Services – Tina Osterberg explained the 2016 line item transfer in the amount of \$35,700.00 for year-end reallocation. Motion by Mark Halverson second by Wallace Habhegger to approve line item transfer. Carried 5-0.
 - e. Medical Examiner – Penny Brueggen explained the 2016 line item transfer in the amount of \$1,029.05 for increase in death investigations. Motion by Wallace Habhegger second by Mark Halverson to approve line item transfer. Carried 5-0.

- Budget Adjustments –
 - a. Medical Examiner – Penny Brueggen explained the 2016 budget adjustment in the amount of \$3,300.00 for lab, toxicology and autopsies. Motion by Mark Halverson second by Douglas Path to approve budget adjustment. Carried 5-0.
 - b. Solid Waste – Gail Frie explained the 2016 budget adjustment in the amount of \$80,000.00 for problems encountered installing monitoring wells. Motion by Douglas Path second by Mark Halverson to approve budget adjustment. Discussion. Carried 5-0. Gail explained 2016 budget adjustment in the amount of \$60,000.00 for record rainfall causing leachate disposal overage. Motion by Mark Halverson second by Wallace Habegger to approve budget adjustment contingent upon committee approval. Carried 5-0.
 - c. Health – Sharon Nelson explained the 2017 budget adjustment in the amount of \$1,125.00 for WI Department of Public Health funding for annual conference. Motion by Mark Halverson second by Wallace Habegger to approve budget adjustment. Carried 5-0.
 - d. Capital Projects/Radio System Project – Tina Osterberg explained the 2017 budget adjustment in the amount of \$59,989.07 for roll forward funds needed to complete the Radio System Project. Discussion. This budget adjustment will be revisited in March.
 - e. Worker Compensation – Shelley Bohl, County Clerk explained the 2016 budget adjustment in the amount of \$2,703.00 for excess amount charged due to audit. Motion by Mark Halverson second by Douglas Path to approve budget adjustment. Carried 5-0.
 - f. Highway – Tina Osterberg explained the 2017 budget adjustment in the amount of \$15,000.00 for two attenuators. Discussion. Motion by Douglas Path second by Wallace Habegger to approve budget adjustment. Carried 5-0.
 - g. Debt Service – Tina Osterberg explained the 2017 budget adjustment in the amount of \$839.00 for call notice of the Sand Creek 2 refunding bonds. Motion by Wallace Habegger second by Douglas Path to approve budget adjustment. Carried 5-0.

- Rolling Hills Repurpose of Funds – Linda Anderson explained the 2017 repurpose of funds in the amount of \$4,000.00 for organizational and marketing study. Motion by Pete Peterson second by Wallace Habegger to approve repurpose of funds. Discussion. Carried 4-1.

- Treasurer Report
 - a. Annette Erickson gave the monthly Treasurers Report.
 - b. Treasurer Department Monthly Report Review.

- Finance Director
 - a. Tina Osterberg gave the monthly Financial Report.
 - b. Finance Department Monthly Report Review.
 - c. Financial Software Update – Tina explained that she has been working with IS to get capital assets into the system. The new update will be available in April. Conference attendance will be in May.
 - d. Finance Department Staff Changes – Tina explained that January 1st Ellie Bradford moved into the new Financial and System Controls Specialist position. Susie Brownell has been working for a couple of weeks in the Accounts Payable Accountant I position.
 - e. Uniform Grant Guidance – Tina explained that the auditors will be on site next week. They will provide recommendations on policies and procedures that we may want to put into place for Federal Guidelines that have been placed into effect. This item will be revisited.
 - f. Purchasing Policy – Tina provided members the purchasing policy and explained key points. Discussion. Motion by Wallace Habegger second by Douglas Path to approve purchasing policy. Carried 5-0.
 - g. Outlay Expenditures Policy – Tina provided members the outlay policy and explained key points. Discussion. Motion by Wallace Habegger second by Mark Halverson to approve outlay policy. Carried 5-0.
 - h. AP Accountant Elan Website Approval – Tina explained need to have new AP Accountant access to the Elan website. Motion by Douglas Path second by Cedric Schnitzler to approve AP Accountant Elan Website Approval. Carried 5-0.

- Monthly Approvals –

- a. Notice of Donations/User Fees Received Budget Adjustment – Motion by Douglas Path second by Cedric Schnitzler to approve Notice of Donations/User Fees Adjustment. Carried 5-0.
 - b. Monthly County Disbursement Journal – Motion by Wallace Habegger second by Mark Halverson to approve Monthly County Disbursement Journal. Carried 5-0
 - c. Monthly Per Diems and Vouchers - Motion by Douglas Path second by Mark Halverson to approve Monthly County Per Diems and Vouchers. Discussion. Carried 5-0.
- Items for next month's agenda – Justice Department Revenue Discussion, Capital Projects – Radio System Budget Adjustment (March), Local History Room Funds, Monroe County Revenue Collections (March), EO Johnson Contract (March).
 - Adjournment - Motion by Mark Halverson second by Cedric Schnitzler to adjourn at 11:21 a.m. Carried 5-0.

Shelley Bohl, County Clerk
Recorder

Finance Committee
January 25, 2017

Present: Cedric Schnitzler, Pete Peterson, Wallace Habegger; Mark Halverson & Douglas Path Absent.
Others: Kurt Marshaus

The meeting was called to order in the Rolling Hills Auditorium at 5:30 p.m. by Chair Cedric Schnitzler.

- Justice Center Project Proposals for Data Cabling, Phase 2 – Kurt Marshaus provided the Justice Center Project Proposals for Data Cabling in Phase 2. Discussion. Motion by Wallace Habegger second by Pete Peterson to approve low bid proposal in the amount of \$77,350.00 by E-Con Electric. Carried 3-0.
- Adjournment - Motion by Pete Peterson second by Wallace Habegger to adjourn at 5:35 p.m. Carried 3-0.

Shelley Bohl, County Clerk
Recorder

MONROE COUNTY

Notice of Budgetary Adjustment

Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: February 7, 2017
 Department: Health
 Amount: \$1,500.00
 Budget Year Amended: 2017

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

Received notification from Department of Transportation that grant funding for the car seat program will be decreased by \$1500.00 to \$2500.00 for CY 2017.

Revenue Budget Lines Amended:

| Account # | Account Name | Current Budget | Budget Adjustment | Final Budget |
|------------------|------------------|----------------|-------------------|--------------|
| 24110000 432205 | DOT Health Prog. | \$ 4,000.00 | \$ (1,500.00) | \$ 2,500.00 |
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| Total Adjustment | | | \$ (1,500.00) | |

Expenditure Budget Lines Amended:

| Account # | Account Name | Current Budget | Budget Adjustment | Final Budget |
|------------------|----------------------|----------------|-------------------|--------------|
| 24110000 534050 | Block Grant Supplies | \$ 16,685.00 | \$ (1,500.00) | \$ 15,185.00 |
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| Total Adjustment | | | \$ (1,500.00) | |

Department Head Approval: *Maury Golden 2-7-17*
 Date Approved by Committee of Jurisdiction: *Carol A. Rucie 2-7-17*

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: January 30, 2017
 Department: Land Records
 Amount: \$213.05
 Budget Year Amended: 2017

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

This is a transfer of unspent 2016 training grant funds. The unspent funds need to be used by Dec. 31, 2017. I have already allocated expenditures in 2017 to use these excess funds for attendance at the Wisconsin Land Information Association Meeting.

Revenue Budget Lines Amended:

| Account # | Account Name | Current Budget | Budget Adjustment | Final Budget |
|------------------|---------------------|----------------|-------------------|--------------|
| 11750000 435125 | ED & TRAINING GRANT | \$ 1,000.00 | \$ 213.05 | \$ 1,213.05 |
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| Total Adjustment | | | \$ 213.05 | |

Expenditure Budget Lines Amended:

| Account # | Account Name | Current Budget | Budget Adjustment | Final Budget |
|------------------|--------------------|----------------|-------------------|--------------|
| 11750000 579120 | TRAINING GRANT EXP | \$ 1,000.00 | \$ 213.05 | \$ 1,213.05 |
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| Total Adjustment | | | \$ 213.05 | |

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: January 30, 2017
 Department: Land Records
 Amount: \$20,424.00
 Budget Year Amended: 2017

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

I originally submitted a budget reflecting an anticipated award of 50,000 but the final approved budget had reduced this amount to 25,000. I recently was awarded the full 50,000 that I applied for. I also originally submitted a budget reflecting an anticipated grant award of 41160 based on an assumed retained fees shortage. We actually retained more than I anticipated. We are funded to a minimum level of 100,000 and this grant covers our shortfalls annually. We were awarded 36584.

Revenue Budget Lines Amended:

| Account # | Account Name | Current Budget | Budget Adjustment | Final Budget |
|------------------|--------------------------|----------------|-------------------|--------------|
| 11750000435122 | STRATEGIC INITIATIVE GRA | \$ 25,000.00 | \$ 25,000.00 | \$ 50,000.00 |
| 11750000435120 | LAND RECORDS MODERNIZ | \$ 41,160.00 | \$ (4,576.00) | \$ 36,584.00 |
| | | | | \$ - |
| | | | | \$ - |
| Total Adjustment | | | \$ 20,424.00 | |

Expenditure Budget Lines Amended:

| Account # | Account Name | Current Budget | Budget Adjustment | Final Budget |
|------------------|-----------------------|----------------|-------------------|--------------|
| 11750000521000 | PROFESSIONAL SERVICES | \$ 12,250.00 | \$ 25,000.00 | \$ 37,250.00 |
| 11750000521000 | PROFESSIONAL SERVICES | \$ 12,250.00 | \$ (4,576.00) | \$ 32,674.00 |
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| Total Adjustment | | | \$ 20,424.00 | |

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: January 24, 2017
 Department: Local History Room
 Amount: \$385.60
 Budget Year Amended: 2016

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

Reimburse Local History Room Salaries from Local History Room Trust
to pay for additional On-Call hours needed to cover public
programming and community outreach initiatives

Revenue Budget Lines Amended:

| Account # | Account Name | Current Budget | Budget Adjustment | Final Budget |
|-----------------------|-------------------------------|----------------|-------------------|--------------|
| 85120000 485000 LHR10 | LOCAL HISTORY ROOM TRUST | \$ 21,254.50 | \$385.60 | \$ 21,640.10 |
| 15120000 492800 | TRANSFER IN LOCAL HISTORY ROC | \$ 21,254.50 | \$385.60 | \$ 21,640.10 |
| | | | | \$ - |
| | | | | \$ - |
| Total Adjustment | | | \$ 771.20 | |

Expenditure Budget Lines Amended:

| Account # | Account Name | Current Budget | Budget Adjustment | Final Budget |
|------------------|--------------|----------------|-------------------|--------------|
| 85120000 599999 | TRANSFER OUT | \$ 21,254.50 | \$385.60 | \$ 21,640.10 |
| 15120000 511000 | SALARIES | \$ 63,799.00 | \$385.60 | \$ 64,184.60 |
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| Total Adjustment | | | \$ 771.20 | |

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: February 2, 2017
 Department: County Board
 Amount: \$8,363.51
 Budget Year Amended: 2016

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

This budget adjustment is to cover the County Board salary overages for 2016. All other overages were able to be covered through Line Item Transfers.

Revenue Budget Lines Amended:

| Account # | Account Name | Current Budget | Budget Adjustment | Final Budget |
|------------------|--------------|----------------|-------------------|--------------|
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| Total Adjustment | | | \$ - | |

Expenditure Budget Lines Amended:

| Account # | Account Name | Current Budget | Budget Adjustment | Final Budget |
|------------------|------------------|----------------|-------------------|---------------|
| 11100000 511000 | Salaries | \$ 45,000.00 | \$ 7,829.65 | \$ 52,829.65 |
| 11100000 515010 | Social Security | \$ 2,790.00 | \$ 486.08 | \$ 3,276.08 |
| 11100000 515015 | Medicare | \$ 653.00 | \$ 33.94 | \$ 686.94 |
| 11100000 515040 | Workers Comp | \$ 59.00 | \$ 13.84 | \$ 72.84 |
| 10010000 539200 | Contingency Fund | \$ 270,044.52 | \$ (8,363.51) | \$ 261,681.01 |
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| Total Adjustment | | | \$ - | |

Department Head Approval: _____

Date Approved by Committee of Jurisdiction: _____

Sherry Blore 02/03/17

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

Date Approved by Finance Committee: _____

Date Approved by County Board: _____

MONROE COUNTY

Notice of Budgetary Adjustment

Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: February 2, 2017
 Department: Finance
 Amount: \$8,789.41
 Budget Year Amended: 2016

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

This Budget Adjustment is cleaning up some Salary and Fringe Benefit overages due to the increased health insurance premiums that came out of employees paychecks in December and staffing changes during 2016. The Corporation Counsel adjustment is for an employee going from single dental to family insurance during 2016 and then the health insurance is for increased premiums. A staff electing to take family health insurance in the Personnel Department is the reason for the health insurance overage in that area. Health insurance premium increases are the reason for the History Room overage in the health insurance line. The Treasurer's Department overage is due to the Deputy Treasurer's retirement payouts. The small overage in the Land Records area was due to salary splits and misalignments. The Maintenance and Information Systems overages look to be due to the additional staff costs to move departments into the new facility. The Victim Witness overage is due to staff changes and new staff taking insurance that was not budgeted.

Contingency Budget Line Amended:

| Account # | Account Name | Current Budget | Budget Adjustment | Final Budget |
|------------------|------------------|----------------|-------------------|---------------|
| 10010000 539200 | Contingency Fund | \$ 161,535.37 | \$ (8,789.41) | \$ 152,745.96 |
| Total Adjustment | | | \$ (8,789.41) | |

Expenditure Budget Lines Amended:

| Account # | Account Name | Current Budget | Budget Adjustment | Final Budget |
|------------------|-------------------------------|----------------|-------------------|---------------|
| 11320000 515020 | Corp. Counsel Health Ins. | \$ 27,256.00 | \$ 90.24 | \$ 27,346.24 |
| 11320000 515025 | Corp. Counsel Dental Ins. | \$ 1,558.00 | \$ 193.76 | \$ 1,751.76 |
| 11430000 515020 | Personnel - Health Insurance | \$ 5,906.00 | \$ 434.66 | \$ 6,340.66 |
| 15120000 515020 | History Room - Health Ins. | \$ 13,628.00 | \$ 18.72 | \$ 13,646.72 |
| 11520000 511000 | Treasurer - Salaries | \$ 173,848.00 | \$ 4,650.48 | \$ 178,498.48 |
| 11750000 511000 | Land Records - Salaries | \$ 55,447.00 | \$ 35.62 | \$ 55,482.62 |
| 11620620 511000 | Maint. Courthouse-PW-Salaries | \$ - | \$ 1,360.55 | \$ 1,360.55 |
| 71470000 511000 | Information Systems-Salaries | \$ 225,380.00 | \$ 449.90 | \$ 225,829.90 |
| 11311000 515020 | Victim Witness - Health Ins. | \$ 13,628.00 | \$ 1,555.48 | \$ 15,183.48 |
| Total Adjustment | | | \$ 8,789.41 | |

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: February 3, 2017
 Department: Finance
 Amount: \$18,286.80
 Budget Year Amended: 2017

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

This budget adjustment is to move a 1/4 time worth of salaries back into Highway that will be shorted the revenues for a 1/4 of one of there full-time employees with the split of the Highway and Maintenance Public Works staff. This will give Highway the levy need to cover all staff in full. Maintenance will retain one staff member as a Preventative Maintenance Tech. position from the split.

Revenue Budget Lines Amended:

| Account # | Account Name | Current Budget | Budget Adjustment | Final Budget |
|------------------|----------------------------|-----------------|-------------------|-----------------|
| 10000000 411100 | General Property Tax Rev. | \$ 7,403,093.00 | \$ (9,326.27) | \$ 7,393,766.73 |
| 64200000 411100 | Rolling Hills Property Tax | \$ 1,373,153.00 | \$ (8,960.53) | \$ 1,364,192.47 |
| 73330319 411100 | Hwy Cnty Suppl. Prop. Tax | \$ 1,140,895.00 | \$ 18,286.80 | \$ 1,159,181.80 |
| Total Adjustment | | | \$ - | |

Expenditure Budget Lines Amended:

| Account # | Account Name | Current Budget | Budget Adjustment | Final Budget |
|------------------|--------------------------------|----------------|-------------------|---------------|
| 73330319 511000 | Hwy Cnty Suppl. - Salaries | \$ 256,586.00 | \$ 11,079.60 | \$ 267,665.60 |
| 73330319 512000 | Hwy Cnty Suppl.- Incidental | \$ 180,478.00 | \$ 7,207.20 | \$ 187,685.20 |
| 11630620 511000 | Maint. - Justic Center-Salary | \$ 11,600.00 | \$ (2,215.92) | \$ 9,384.08 |
| 11650620 511000 | Maint. - Bldg A -HHS-Salary | \$ 12,759.00 | \$ (2,437.51) | \$ 10,321.49 |
| 11655620 511000 | Maint. - Bldg B -SS-Salary | \$ 1,741.00 | \$ (332.39) | \$ 1,408.61 |
| 11675620 511000 | Maint. - 48 Addition-Salary | \$ 3,481.00 | \$ (664.78) | \$ 2,816.22 |
| 11630620 512000 | Maint. - Justic Center-Inciden | \$ 7,657.00 | \$ (1,441.44) | \$ 6,215.56 |
| 11650620 512000 | Maint. - Bldg A -HHS-Inciden | \$ 8,423.00 | \$ (1,585.58) | \$ 6,837.42 |
| 11655620 512000 | Maint. - Bldg B -SS-Incidenta | \$ 1,151.00 | \$ (216.22) | \$ 934.78 |
| 11675620 512000 | Maint. - 48 Addition-Incidenta | \$ 2,163.00 | \$ (432.43) | \$ 1,730.57 |
| 64210610 512000 | Rolling Hills-Plnt Op & Maint. | \$ 96,829.00 | \$ (8,960.53) | \$ 87,868.47 |
| Total Adjustment | | | \$ - | |

Department Head Approval: _____

Date Approved by Committee of Jurisdiction: _____

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

Date Approved by Finance Committee: _____

Date Approved by County Board: _____

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

Date of publication of Class I notice of budget amendment: _____

MONROE COUNTY

Notice of Budgetary Adjustment

Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: February 9, 2017
 Department: Finance
 Amount: \$35,000.00
 Budget Year Amended: 2017

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

This budget adjustment is to cover the costs of running conduit and fiber to the New Gunderson (ADRC & Health) building as well as the First Citizens Bank (Administrative/Personnel/Finance/IS) building.

Revenue Budget Lines Amended:

| Account # | Account Name | Current Budget | Budget Adjustment | Final Budget |
|------------------|--------------|----------------|-------------------|--------------|
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| Total Adjustment | | | \$ - | |

Expenditure Budget Lines Amended:

| Account # | Account Name | Current Budget | Budget Adjustment | Final Budget |
|-----------------------|--------------------------|----------------|-------------------|---------------|
| 71475000 521415 19914 | IS - Computer Operations | \$ 421,757.00 | \$ 35,000.00 | \$ 456,757.00 |
| 10010000 539200 | Contingency Fund | \$ 249,981.00 | \$ (35,000.00) | \$ 214,981.00 |
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| Total Adjustment | | | \$ - | |

Department Head Approval: _____



Date Approved by Committee of Jurisdiction: _____

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

Date Approved by Finance Committee: _____

Date Approved by County Board: _____

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

Date of publication of Class 1 notice of budget amendment: _____

MONROE COUNTY

Notice of Budgetary Adjustment

Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: February 9, 2017
 Department: Finance
 Amount: \$25,000.00
 Budget Year Amended: 2017

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

This request is for updating the phones in the New Gunderson (ADRC & Health) building as well as the First Citizens Bank (Administrative/Personnel/Finance/IS) building. The new phones will be IP (Internet Protocol) phones. These phones will be easier to manage and will allow for all phones going forward to be the same.

Revenue Budget Lines Amended:

| Account # | Account Name | Current Budget | Budget Adjustment | Final Budget |
|------------------|--------------|----------------|-------------------|--------------|
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| Total Adjustment | | | \$ - | |

Expenditure Budget Lines Amended:

| Account # | Account Name | Current Budget | Budget Adjustment | Final Budget |
|-----------------------|--------------------------|----------------|-------------------|---------------|
| 71475000 521415 19914 | IS - Computer Operations | \$ 421,757.00 | \$ 25,000.00 | \$ 446,757.00 |
| 10010000 539200 | Contingency Fund | \$ 249,981.00 | \$ (25,000.00) | \$ 224,981.00 |
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| Total Adjustment | | | \$ - | |

Department Head Approval:



Date Approved by Committee of Jurisdiction: _____

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

Date Approved by Finance Committee: _____

Date Approved by County Board: _____

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

Date of publication of Class 1 notice of budget amendment: _____

MONROE COUNTY

Notice of Budgetary Adjustment

Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: January 24, 2017
 Department: Sheriff - Jail
 Amount: \$ 6,700.00
 Budget Year Amended: 2017

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

The Monroe County Jail intends on implementing a Lexis Nexis program for inmates to access legal material. A policy related to access to the courts, attorneys and legal material is required under DOC 350.27. Additionally the cable invoice has historically been paid out of the canteen account. In order to be more transparent and accountable we would like to establish all bills be paid through the budget. Monies will be offset by revenues generated by the inmate canteen account.

Revenue Budget Lines Amended: Decrease

| Account # | Account Name | Original Budget | Budget Adjustment | Final Budget |
|------------------|--------------------|-----------------|-------------------|--------------|
| 12710110 462900 | Other Jail Revenue | \$ - | \$ 6,700.00 | \$ 6,700.00 |
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| Total Adjustment | | | \$ 6,700.00 | |

Expenditure Budget Lines Amended: Increase

| Account # | Account Name | Original Budget | Budget Adjustment | Final Budget |
|------------------|------------------|-----------------|-------------------|--------------|
| 12710110 522030 | Cable Television | \$ - | \$ 2,200.00 | \$ 2,200.00 |
| 12710110 521417 | Inmate Legal | \$ - | \$ 4,500.00 | \$ 4,500.00 |
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| Total Adjustment | | | \$ 6,700.00 | |

Department Head Approval:

Date Approved by Committee of Jurisdiction: Scott Perkins

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 7, 2017
 Department: Sheriff - HAZMAT
 Amount: \$ 1,000.00
 Budget Year Amended: 2017

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

On two occasions over a matter of months I have requested approval for authorization to spend minimal amounts related to HazMat response. These expenses are ultimately charged back to the source responsible for the spill. I am asking that a small amount be incorporated into the EM budget to cover these expenses. The amount would be offset by revenues.

Revenue Budget Lines Amended: Increase

| Account # | Account Name | Original Budget | Budget Adjustment | Final Budget |
|------------------|-----------------------|-----------------|-------------------|--------------|
| 12902000 462140 | HAZMAT SPILL RESPONSE | | \$ 1,000.00 | \$ 1,000.00 |
| | | | | \$ - |
| | | | | \$ - |
| Total Adjustment | | | \$ 1,000.00 | |

Expenditure Budget Lines Amended: Increase

| Account # | Account Name | Original Budget | Budget Adjustment | Final Budget |
|-----------------------|----------------------|-----------------|-------------------|--------------|
| 12902000 579100 EM630 | HAZMAT SPILL SUPLIES | | \$ 1,000.00 | \$ 1,000.00 |
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| Total Adjustment | | | \$ 1,000.00 | |

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: 2/7/2017
 Department Human Services
 Amount: \$202,000.00
 Budget Year Amended: 2016

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

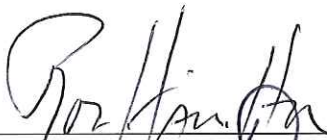

Additional revenue from State for WIMCR Program.
Adult and Children placement costs higher than budgeted.

Revenue Budget Lines Amended:

| Account # | Account Name | Original Budget | Budget Adjustment | Final Budget |
|------------------|-----------------------------|-----------------|-------------------|---------------|
| 24900500.435603 | WIMCR | \$ - | \$ 147,795.00 | \$ 147,795.00 |
| 24900001.493000. | HUMAN SERVICES RESERVE FUND | \$ 210,000.00 | \$ 54,205.00 | \$ 264,205.00 |
| | | | | |
| | | | | |
| | | | | |
| Total Adjustment | | | \$ 202,000.00 | |

Expenditure Budget Lines Amended:

| Account # | Account Name | Original Budget | Budget Adjustment | Final Budget |
|-----------------------|--------------------------------|-----------------|-------------------|---------------|
| 24950560.525005.HS530 | AD TRMT WINN/MENDOTA (AE613) | \$ 100,000.00 | \$ 45,000.00 | \$ 145,000.00 |
| 24910520.525505.HS330 | CH RES CH SER SOC (CD600) | \$ 30,000.00 | \$ 47,000.00 | \$ 77,000.00 |
| 24910520.525505.HS330 | CH RES TOMORROWS CHILD (CD600) | \$ - | \$ 60,000.00 | \$ 60,000.00 |
| 24910510.525005.HS250 | CH IN HOME STEIN (CX613) | \$ 75,000.00 | \$ 30,000.00 | \$ 105,000.00 |
| 24910510.527105.HS215 | CH IN HOME OTH SVCS (CX613) | \$ 176,398.00 | \$ 20,000.00 | \$ 196,398.00 |
| | | | | |
| | | | | |
| Total Adjustment | | | \$ 202,000.00 | |

Department Head Approval: 
 Date Approved by Committee of Jurisdiction:  2-7-17

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

Date Approved by Finance Committee: _____
 Date Approved by County Board: _____

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

Date of publication of Class 1 notice of budget amendment: _____

REQUEST FOR LINE ITEM TRANSFER

Office Use Only

Department: County Board
 Budget Year Amended: 2016

| |
|-------------|
| No. _____ |
| Date: _____ |

From Account

| Account # | Account Name | Current Budget | Transfer Amount | YTD Expenditures | New Budget |
|-----------------------|--------------------|----------------|--------------------|------------------|-------------|
| 11100000 533010 | Conference/Seminar | \$ 7,000.00 | \$ 1,387.50 | \$ 1,950.00 | \$ 3,337.50 |
| | | | | | \$ - |
| | | | | | \$ - |
| | | | | | \$ - |
| | | | | | \$ - |
| Total Transfer | | | \$ 1,387.50 | | |

To Account

| Account # | Account Name | Current Budget | Transfer Amount | YTD Expenditures | New Budget |
|-----------------------|--------------|----------------|--------------------|------------------|-------------|
| 11100000 515015 | Medicare | \$ 653.00 | \$ 79.96 | \$ 766.90 | \$ 732.96 |
| 11100000 522025 | Telephone | \$ 480.00 | \$ 2.01 | \$ 482.01 | \$ 482.01 |
| 11100000 531060 | Printing | \$ 8,000.00 | \$ 1,305.53 | \$ 6,019.15 | \$ 7,324.68 |
| | | | | | \$ - |
| Total Transfer | | | \$ 1,387.50 | | |

Explanation for Transfer:
 The County Board budget was down sized for 2016 based on the decrease of the County Board supervisors from 24 to 16. At year-end the salary accounts and the mileage associated with the county board size is over budget. The funds remaining in the conference/seminar account after taking into account the rollup code \$1,387.50. These funds are being used to cover a portion of the account overages in other lines.

Department Head Approval Shelley Bohl 02/03/17
 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

REQUEST FOR LINE ITEM TRANSFER

Office Use Only

2/6/2017

Department: Senior Services
 Budget Year Amended: 2016

| |
|-------------|
| No. _____ |
| Date: _____ |

From Account

| Account # | Account Name | Current Budget | Transfer Amount | YTD Expenditures | New Budget |
|-----------------------|--------------------|----------------|------------------|------------------|--------------|
| 24680000 466500 SS480 | Recreational Trips | \$ 16,945.00 | \$ 514.00 | \$ - | \$ 16,431.00 |
| | | | | | \$ - |
| | | | | | \$ - |
| | | | | | \$ - |
| Total Transfer | | | \$ 514.00 | | |

To Account

| Account # | Account Name | Current Budget | Transfer Amount | YTD Expenditures | New Budget |
|-----------------------|--------------------|----------------|------------------|------------------|--------------|
| 24680000 533255 | Recreational Trips | \$ 14,445.00 | \$ 514.00 | \$ 13,960.01 | \$ 14,959.00 |
| | | | | | \$ - |
| | | | | | \$ - |
| | | | | | \$ - |
| | | | | | \$ - |
| | | | | | \$ - |
| | | | | | \$ - |
| | | | | | \$ - |
| | | | | | \$ - |
| Total Transfer | | | \$ 514.00 | | |

| |
|---|
| Explanation for Transfer: |
| Cover the last of 2016 recreational trip expenses |
| |
| |

Department Head Approval _____
 Governing Committee Approval _____

Laura Mojigota
Carol A. [Signature]

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

REQUEST FOR LINE ITEM TRANSFER

Office Use Only

Department: Human Services
 Budget Year Amended: 2016

| |
|-------------|
| No. _____ |
| Date: _____ |

| | <u>Account #</u> | <u>Account Name</u> | <u>Transfer Amount</u> | <u>Original Budget</u> | <u>Revised Budget</u> |
|---------------------|-----------------------|-----------------------------|------------------------|------------------------|-----------------------|
| From Account | 24930550.511000 | CLINICAL SALARIES (CZ100) | \$ 21,598.00 | \$ 89,157.00 | \$ 67,559.00 |
| | 24950580.511000 | AD COM LVG SALARIES (MM100) | \$ 23,330.00 | \$ 218,468.00 | \$ 195,138.00 |
| | 24910520.511000 | CH RES SALARIES (CD100) | \$ 25,657.00 | \$ 369,563.00 | \$ 343,906.00 |
| | 24930550.525005.HS640 | WRIC CLINICAL (CZ613) | \$ 30,000.00 | \$ 155,860.00 | \$ 125,860.00 |
| | | | | | |
| | | | \$ - | | \$ - |
| | Total Transfer | | \$ 100,585.00 | | |

| | | | | | |
|-------------------|-----------------------|-----------------------------|----------------------|---------------|---------------|
| To Account | 24950560.511000 | AD COM SALARIES (AE100) | \$ 44,928.00 | \$ 218,468.00 | \$ 263,396.00 |
| | 24910510.511000 | CH IN HOME SALARIES (CX100) | \$ 25,657.00 | \$ 446,466.00 | \$ 472,123.00 |
| | 24950580.525005.HS632 | AD COMM WRIC CSP (MM613) | \$ 30,000.00 | \$ 40,000.00 | \$ 70,000.00 |
| | | | | | |
| | | | | | |
| | | | | | |
| | Total Transfer | | \$ 100,585.00 | | |

Explanation for Transfer:
 Reallocate budgeted amount for actual expense.

Department Head Approval

[Signature]

Governing Committee Approval

[Signature] 2-7-17

If < \$500:

Send to County Administrator's Office

COUNTY ADMINISTRATOR Approval given on :

_____ Date

If > \$500:

Send to County Clerk's Office

FINANCE COMMITTEE Approval given on :

_____ Date

Request for Credit Card Approval

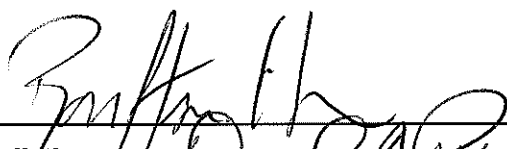
Department: Human Services


Committee: Human Services

| Name of Card Holder | Title of Position | Credit Card Limit |
|---------------------|-------------------|-------------------|
| Angela B. Gray | Social Worker | \$ 1,000.00 |
| Nicole L. Haschke | Social Worker | \$ 1,000.00 |
| Monika E. Thompson | Social Worker | \$ 1,000.00 |
| | | |
| | | |
| | | |
| | | |

Justification for Credit Card(s):

| |
|--|
| Credit card for agency purchases where it is not feasible to use the regular purchasing procedure. |
| When not in use all credit cards are locked in a safe. |
| |
| |
| |
| |
| |

Department Head Approval: 

Date Approved by Committee of Jurisdiction:  2-7-17

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

Date Approved By Finance Committee: _____

Notice of Re-Purpose of Funds

MONROE COUNTY

Unanticipated Change of What Funds Were Budgeted For

Date: January 24, 2017
 Department: Sheriff
 Amount: \$ 20,000.00
 Budget Year Amended: 2017

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

The FY 2017 budget indicates a purchase of a "Detective Non-Pursuit Rated Squad Car". The Sheriff requests this to be amended for approval of a Detective Non-Pursuit Rated SUV.

Original Budgeted Line's Purpose:

| <u>Account #</u> | <u>Account Name</u> | <u>Original Purpose</u> | <u>New Purpose</u> | <u>Amount to Re-Purpose</u> |
|-----------------------|---------------------------|-------------------------|--------------------|-----------------------------|
| 17100169 581100 SH815 | Non-Laps Sheriff Vehicles | Squad Car | SUV | \$ 20,000.00 |
| Total Adjustment | | | | \$ 20,000.00 |

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: _____

Notice of Re-Purpose of Funds

MONROE COUNTY

Unanticipated Change of What Funds Were Budgeted For

Date: 2/2/2017
 Department: Land Conservation (LCD)
 Amount: \$ 35,000.00
 Budget Year Amended: 2017

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

The LCD would like to replace the 2007 F-150 (130,000 miles) that was originally purchased used in 2008. The cost to maintain the truck for operation this year is estimated at \$5,500. The truck is scheduled for replacement in 2018, I'm requesting to move the truck purchase into 2017 to save the county in purchase price and maintenance cost for the 2007 F-150.

Original Budgeted Line's Purpose:

| <u>Account #</u> | <u>Account Name</u> | <u>Original Purpose</u> | <u>New Purpose</u> | <u>Amount to Re-Purpose</u> |
|-----------------------|-------------------------------|----------------------------|----------------------------|-----------------------------|
| 17100169 581100 LC815 | Non-Lapsing LCD Vehicle Acct. | Replace 2007 F-150 in 2018 | Replace 2007 F-150 in 2017 | \$ 35,000.00 |
| 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: _____

RESOLUTION NO. _____

AUTHORIZING RESTRUCTURING OF THE ADRC

1
2
3 **WHEREAS**, County Aging and Disability Resource Centers (ADRC) are authorized under
4 §46.283 of Wisconsin Statutes and encouraged and supported by the Wisconsin Department of Health
5 Services with state and federal guidance and funds; and
6

7 **WHEREAS**, Monroe County has been providing these resources through a consortium known
8 as ADRC of Western Wisconsin since November of 2008; and
9

10 **WHEREAS**, La Crosse County is the lead county of the consortium and has notified Monroe
11 County and the other member counties that they are ending the consortium as of June 30, 2017 and
12 going to operate as a single county center; and
13

14 **WHEREAS**, the other consortium members have no interest in reforming as a new consortium
15 and Monroe County will need to prepare to operate its ADRC as a single county operation; and
16

17 **WHEREAS**, the state is encouraging and supporting counties to integrate their Senior
18 Services/Aging programs into the county ADRC to provide "one stop access" to aging resources; and
19

20 **WHEREAS**, the Monroe County Health and Human Services Board has discussed this
21 development and recommends Monroe County to 1) become a single county ADRC operation and 2)
22 integrate the Senior Services Department into the Department of Human Services where ADRC
23 currently resides; and
24

25 **WHEREAS**, the restructuring will cause redirecting of funding, however, it is not expected to
26 cause a substantial net increase to expenses; and
27

28 **WHEREAS**, part of the restructuring and integration will result in restructuring positions with the
29 Senior Services Director and the ADRC Supervisor becoming the ADRC Coordinator; the addition of a
30 half-time Disability Benefit Specialist and increase of a halftime clerical position to full-time.
31

32 **THEREFORE, BE IT RESOLVED** that the Monroe County Board of Supervisors approves:
33

- 34 1) Restructuring the ADRC to a single county operating, and
35
36 2) Integration of Senior Services Department into the ADRC by incorporating the Senior
37 Services Department into the Department of Human Services.
38

39 **FURTHER BE IT RESOLVED** that effective July 1, 2017, the resource center shall be known as
40 the Aging and Disability Resource Center of Monroe County with a lead position titled ADRC
41 Coordinator.
42

43 Dated this 23rd day of February, 2017
44

45 Offered by the Health and Human Services Committee.
46

47 Purpose: To restructure the county ADRC from a member of a consortium to a single county operation and
48 to integrate the Senior Services Department with the ADRC under the Department of Human Services.
49

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

Approved as to form on _____

Andrew C. Kaftan, Corporation Counsel

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

Committee of Jurisdiction
 Yes ____ No ____
Committee Chair: _____
David R. [Signature]
8 voted yes; 1 Absent

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

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

NEW POSITION ANALYSIS

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

DIRECTIONS:

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

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

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

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

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

NEW POSITION ANALYSIS

 New position
 X Increased part-time
 Additional existing position (attach job description, do not need to complete sections C, D, E, G & H)

A. Department: Human Services Date: 2/7/2017

Department Head: Ron Hamilton

B. Explain the necessity of the position (be specific as to reasons why this position is needed, include reasons why present staff cannot accomplish tasks):

As the current ADRC and the Senior Services will be integrated as of 7/1/2017 and the current ADRC Consortia will be dissolved as of 6/30/2017 there is a necessity to add 20 hours/week (.5 FTE) to the current Clerical I position. In the current ADRC Consortia, there is a call center which answers phone calls and provides a warm transfer to staff. The additional 20 hours would begin 7/1/2017 and would allow for full-time front desk coverage. This individual will be the initial contact for persons seeking ADRC services and will handle phone calls, walk-ins, answer basic information and assistance questions, provide a warm transfer and perform basic data entry. The 2017 additional costs are estimated to be \$11,666. The annual costs thereafter are estimated to be \$46,664. The additional expenditure will be offset by revenues through our state ADRC allocation accessed through 100% time reporting. There will be no additional County levy attributed to the increase of 20 hours per week.

Suggested Title: Office Clerk I Full Time x Part Time /hrs

Personnel Director's Recommended Classification: Grade 18

Projected Start Date: 7/1/2017

C. General Description of the Position: See position description

D. Typical Examples of Work to be Performed (in detail):

1. See position description
2. _____
3. _____
4. _____

E. Minimum Qualifications of a Candidate:

Education: High School graduate with proficient computer and technology skills _____

Experience: Minimum of two years of experience in an office setting dealing with the public _____

F: Funding:

Annual costs (with full family insurance coverage):

| Grade | Hourly | Annual | Retire- ment | Social Security | Health Ins. | Dental Ins. | Life Ins. | Work Comp |
|-------|---------|--------|-----------------|--------------------|----------------|----------------|--------------|--------------|
| 18 | \$13.30 | 27,664 | 1881 | 2116 | 14173 | 779 | 18 | 33 |

1. Where will the funds for this position come from: 50% funding will be through state ADRC allocation, accessed through 100% time reporting. The remainder will be covered by the existing funding sources i.e., Aging and transportation grants and County levy match.

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

Equipment currently exists _____

Is office space presently available? Where? ADRC

Estimated equipment cost: 0

Is this cost in the department budget? _____

3. Grand total cost, all items, this fiscal year: \$23,332

4. Thereafter, annual cost of salary and fringes: \$46,664

G. Supervisory responsibility (if applicable):

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

2. Employees directly supervised: _____ Indirectly: _____

List title of employees reporting to this position:

H. Who will this person be responsible to? ADRC Coordinator

COUNTY ADMINISTRATOR Action:

Approval date: Feb 2, 2017

PERSONNEL & BARGAINING COMMITTEE Action:

Position approved _____ Position denied _____ by a vote of _____

Date: _____

FINANCE COMMITTEE Action:

Funds approved _____ Funds denied _____ by a vote of _____

Date: _____

COUNTY BOARD Action:

Approved _____ Denied _____

Date: _____

By a vote of _____ aye, _____ nay, _____ absent/abstention

HHS Committee

David A. Peier 2-7-17

8 voted yes
1 Absent

Title: ADRC Office Clerk I

Department: ADRC (work site: Community Services Center,
Building B, 14305 County Highway B, Sparta)

Title of Immediate Supervisor: ADRC Coordinator

Basic Functions and Responsibilities

Under supervision of the ADRC Coordinator, the Office Clerk provides reception and clerical support for the ADRC.

Essential Duties and Responsibilities

- Provides front desk reception, i.e., greeting walk-ins and answering phones;
- Provides warm transfer from phone to appropriate staff
- Provides basic information and assistance
- Oversees and maintains sites' supply inventory; monitors brochures
- Receives and places daily meal site orders;
- Prepares and edits monthly newsletter in collaboration with Coordinator;
- Assists bookkeeper with reconciling contributions;
- Responsible for updates to County website and social media pages;
- Performs basic data entry for various programs
- Compiles and generates I & A report;
- Backs up other office personnel as needed.

Physical Demands: A large percentage of time is spent sitting, talking, hearing, handling, keyboarding, using near vision. Walks, stands, stoops, climbs, reaches, uses far vision, lifts, carries up to 60 pounds intermittently.

Supervision Exercised

None.

Qualifications

Graduation from high school and minimum of two years experience in an office dealing with the public. Proficient computer and technology skills. Equivalent combination of education and experience from which comparable knowledge and abilities can be acquired.

Closing Statement

This description has been prepared to assist in evaluating responsibilities, duties and skills of the position. It is not intended as a complete list of specific responsibilities and duties, nor is it intended to limit duties to those listed. It is understood that the supervisor has the right to assign, direct, and modify duties and responsibilities listed and that duties not mentioned that are of similar kind or level of difficulty shall not be excluded.

Fair Labor Standards Act Category

Non-exempt.

employee

approved by supervisor: _____

date: _____

NEW POSITION ANALYSIS

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

DIRECTIONS:

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

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

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

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

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

E. Minimum Qualifications of a Candidate:

Education: 4 year degree in Humans Services related area

Experience: Prior work experience with individuals with disabilities.

F: Funding:

Annual costs (with full family insurance coverage):

| Grade | Hourly | Annual | Retire- ment | Social Security | Health Ins. | Dental Ins. | Life Ins. | Work Comp |
|-------|--------|----------|-----------------|--------------------|----------------|----------------|--------------|--------------|
| 12 | \$21 | \$21,840 | 1485 | 1671 | N/A | 390 | 9 | 26 |

- Where will the funds for this position come from: State ADRC Allocation. Funding accessed through billable time.
- What equipment will need to be purchased (desk, etc.)? Computer
 Is office space presently available? x Where? ADRC
 Estimated equipment cost: \$1,500
 Is this cost in the department budget? In ADRC furnishings cost
- Grand total cost, all items, this fiscal year: \$16,333
- Thereafter, annual cost of salary and fringes: \$25,421

G. Supervisory responsibility (if applicable):

- In brief detail, explain the supervisory authority this position will have: N/A
- Employees directly supervised: _____ Indirectly: _____

List title of employees reporting to this position:

H. Who will this person be responsible to? ADRC Coordinator

COUNTY ADMINISTRATOR Action:

Approval date: Feb 2, 2017

PERSONNEL & BARGAINING COMMITTEE Action:

Position approved _____ Position denied _____ by a vote of _____

Date: _____

FINANCE COMMITTEE Action:

Funds approved _____ Funds denied _____ by a vote of _____

Date: _____

COUNTY BOARD Action:

Approved _____ Denied _____

Date: _____

By a vote of _____ aye, _____ nay, _____ absent/abstention

HHS Comm Jurisdiction

David A Pierce 2-7-17

8 Voted Yes
1 Absent

Title: Disability Benefit Specialist (DBS)
Department: Aging & Disability Resource Center (ADRC)
(Work site: Community Services Center, 14305 Cty Hwy B, Sparta)

Title of Immediate Supervisor: ADRC Coordinator

Basic Functions and Responsibilities

Under general supervision of the ADRC Coordinator, the Disability Benefit Specialist will work with the target populations, ages 18 to 59, to access public and private benefits at Aging and Disability Resource Centers.

Essential Duties and Responsibilities

- Provide accurate information on public and private benefits and programs.
- Provide assistance in accessing public and private benefits and programs.
- Provide advocacy to consumers in administrative hearings and grievance procedures, including representation where appropriate.
- Assist consumers in gathering documentation and evidence for applications and appeals, such as medical and employment records.
- Provide information and assistance with grievance and appeal rights and processes.
- Adhere to confidentiality standards.
- Read, interpret, and apply regulations governing eligibility for benefits and work with the DBS program attorneys for clarification.
- Consult regularly with program attorney regarding individual cases and general caseload.
- Make referrals to other agencies and services, when appropriate.
- Complete and submit all required paperwork (e.g., 100 percent time reporting spreadsheets, DBS database reports) in a timely manner.

Physical Demands: A large percentage of time is spent sitting, talking, hearing, handling, keyboarding, using near vision, judgment. Walks, stands, stoops, climbs, reaches, uses far vision, lifts, carries up to 40 pounds, is exposed to adverse weather and atmospheric conditions, travels to and moves about homes and sites intermittently.

Supervision Exercised

Qualifications

- Bachelor's degree in Human Services related area, and experience working directly with the public in an agency that handles similar duties preferred.
- Must have valid Wisconsin driver's license and reliable vehicle and ability to travel to consumers' homes when necessary.

Closing Statement

This description has been prepared to assist in evaluating responsibilities, duties and skills of the position. It is not intended as a complete list of specific responsibilities and duties, nor is it intended to limit duties to those listed. It is understood that the supervisor has the right to assign, direct, and modify duties and responsibilities listed and that duties not mentioned that are of similar kind or level of difficulty shall not be excluded.

Fair Labor Standards Act Category

Non-exempt.

employee

approved by supervisor: _____

date: _____

revised: 01/2017
DBS