

MONROE COUNTY BOARD OF SUPERVISORS

202 SOUTH K STREET, RM 1
SPARTA, WISCONSIN 54656
PHONE 608-269-8705
FAX 608-269-8747
www.co.monroe.wi.us

AMENDED 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, July 20, 2016

SUBJECT MATTER TO BE CONSIDERED

1. Call to order/roll call
2. Next Month's Meeting Date & Time
3. Minutes approval 06/15 & 06/22/16
4. Budget Adjustment(s) - Discussion/Action
 - a. Land Records
 - b. Senior Services
 - c. Sheriff
 - d. Emergency Management
 - e. Solid Waste
5. Line Item Transfer(s) – Discussion/Action
 - a. Solid Waste
 - b. Justice
 - c. Finance
6. Solid Waste Repurpose of Funds – Discussion/Action
7. Resolution Amending Local History Room Investment Options – Discussion/Action
8. Fiscal Note Approval(s) – Discussion/Action
 - a. Authorization to Establish one Additional State-Funded Public Works Laborer Position in the Monroe County Highway Department
 - b. Resolution Authorizing Establishment of a Maintenance Technician Position in the Maintenance Department
 - c. Resolution Authorizing Establishment of a Social Worker I Position in the Monroe County Human Services Department
 - d. Resolution Authorizing Establishment of a Social Worker I Position in the Monroe County Human Services Department
 - e. Authorizing Letter to Request Reallocation for Profile #516 of the State and County Contract for Social and Community Programs
9. Radio Tower Project
 - a. Radio Project Update – Discussion/Action
 - b. Approval of Radio Tower Project Vouchers – Discussion/Action

10. Treasurer
 - a. Monthly Financial Report
 - b. Treasurer Department Monthly Report Review
11. Finance Director
 - a. Monthly Financial Report
 - b. Finance Department Monthly Report Review
 - c. Financial Software Update – H.S. Software Demo/Munis
 - d. Non-Lapsing Budget Modification Policy – Discussion/Action
 - e. Donation/User Fees Received Budget Adjustment – Discussion/Action
 - f. RFP Professional Audit Preparation Proposals Approval – Discussion/Action
 - g. RFP 2016-2018 Cost Allocation Plan Services Approval – Discussion/Action
 - h. RFP 2016-2017 Actuarial Valuation Services Approval – Discussion/Action
 - i. 2015 Audit Review Discussion
 - j. Uniform Grant Guidance Policies & Procedures – Discussion/Action
 - k. County Grant Writer/Grant Specialist Position – Discussion
 - l. 2017 Worker Compensation Rates – Discussion/Action
 - m. New Position Request – Discussion/Action
 - n. 2017 Finance Department Budget Discussion
12. Resolution to Establish Authority for Approval of Donation and User Fees Budget Line Adjustments for Use – Discussion/Action
13. Fiscal Note - Resolution Approving Acquisition of Gundersen Lutheran Clinic Located at 315 W. Oak Street, Sparta – Discussion/Action
14. Future Financing of the of the Justice Center Project
15. 2017 Budget Kickoff
16. Monthly County Disbursement Journal Approval – Discussion/Action
17. County Board Monthly Per Diem and Voucher Approval - Discussion/Action
18. Justice Center Building Project
 - a. Justice Center Update – Discussion/Action
 - b. Approval of Justice Center Vouchers – Discussion/Action
 - c. Partial Release of Retainage – Discussion/Action
 - d. Proposals for Jail Workstations, Housing and Huber – Discussion/Action
19. Items for next month's agenda
20. Adjournment

Cedric Schnitzler, Committee Chair

Date notices mailed: 07/15/2016



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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, July 20, 2016

SUBJECT MATTER TO BE CONSIDERED

1. Call to order/roll call
2. Next Month's Meeting Date & Time
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4. Senior Services Credit Card Approval – Discussion/Action
5. Budget Adjustment(s) - Discussion/Action
 - a. Land Records
 - b. Senior Services
 - c. Sheriff
 - d. Emergency Management
 - e. Solid Waste
6. Line Item Transfer(s) – Discussion/Action
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 - a. Radio Project Update – Discussion/Action
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 - b. Approval of Justice Center Vouchers – Discussion/Action
 - c. Partial Release of Retainage – Discussion/Action
 - d. Proposals for Jail Workstations, Housing and Huber – Discussion/Action
20. Items for next month's agenda
21. Adjournment

Cedric Schnitzler, Committee Chair

Date notices mailed: 07/15/2016

Finance Committee
June 15, 2016

Present: Pete Peterson, Douglas Path, Mark Halverson, Wallace Habegger; Cedric Schnitzler absent.
Others: Tina Osterberg, Annette Erickson, Kurt Marshaus, Randy Williams, Sharon Nelson, Ron Hamilton, Laura Moriarty, Bob Janovick.

The meeting was called to order in the Highway Department Conference Room at 9:00 a.m. by Vice-Chair Pete Peterson.

- Next meeting date – July 20, 2016 at 9:00 a.m., at the Highway Department Conference Room.
- Minutes Approval – Motion by Douglas Path second by Mark Halverson to approve the 05/18/2016 minutes. Carried 4-0.
- Human Services Credit Card – Ron Hamilton explained the need for a credit card increase for Social Worker, Ashley Hoekstra from \$1,000.00 to \$2,500.00. Discussion. Motion by Wallace Habegger second by Douglas Path to approve credit card increase. Carried 4-0.
- Senior Services Credit Card – Tina Osterberg explained the request for a credit card for new Senior Services employee Lori Duncan, Administrative Assistant. Discussion. Motion by Pete Peterson second by Wallace Habegger to amend the credit card request to the standard amount of \$1,000.00. The credit card was approved as amended 4-0.
- Budget Adjustment(s) – Discussion/Action
 - a. Senior Services – Tina Osterberg explained the 2016 budget adjustment in the amount of \$11,368.00 for funding adjustments. Laura Moriarty further explained. Discussion. Motion by Wallace Habegger second by Mark Halverson to approve budget adjustment. Discussion. Carried 4-0.
 - b. Health – Sharon Nelson explained the 2016 budget adjustment in the amount of \$28,697.00 for Division of Public Health Funds. Motion by Mark Halverson second by Wallace Habegger to approve budget adjustment. Carried 4-0.
 - c. Maintenance (Repurpose of Funds) – Tina Osterberg explained the 2016 repurpose of funds in the amount of \$20,000.00 for Administrative Center roof top unit. Motion by Douglas Path second by Mark Halverson to approve budget adjustment. Discussion. Carried 4-0.
- Justice Center Building Project
 - a. Justice Center Update – Kurt Marshaus explained the demolition schedule. Jail doors were discussed.
 - b. Approval of monthly Justice Center Building Project expenditures – Discussion. Motion by Wallace Habegger second by Mark Halverson to approve the Justice Project expenditures in the amount of \$297,812.17. Carried 4-0.
 - c. Change order for installing intercoms in elevator 3 and providing control of elevators 2, 3 and 5 from master control – This item was withdrawn from the agenda.
 - d. Change order to install new electrical to the existing courthouse – Kurt explained the change order for the new electrical to the existing courthouse. Discussion. Motion by Wallace Habegger second by Mark Halverson to approve change order in the amount of \$37,856.28. Carried 4-0.
 - e. Change order to provide emergency power backed up by the UPS in the existing radio room – Kurt explained the change order to provide emergency power back up by the UPS in the existing radio room. Discussion. Motion by Wallace Habegger second by Mark Halverson to approve change order in an amount not to exceed \$65,000.00. Carried 4-0.
 - f. Eliminate spot lights on existing courthouse – Kurt explained that the plan included spot lights on the existing courthouse. To eliminate these lights would save \$4,452.00. Discussion. Motion by Douglas Path second by Wallace Habegger to eliminate spot lights. Carried 4-0.

- g. Delete loading dock – Kurt explained that the plan included loading dock. Eliminating would save the county approximately \$35,000.00, plus electrical costs. Discussion. Motion to approve elimination of loading dock by Douglas Path second by Wallace Habhegger. Carried 4-0.
- h. Funding for legal action against Louis Berger Group – Kurt explained that in order to get legal action started, we need to spend up to \$15,000.00 for legal service. Discussion. Motion by Wallace Habhegger second by Pete Peterson to begin legal action in the amount of \$15,000.00. Discussion. Carried 4-0.
- Radio Tower Project
 - a. Radio Project Update – Randy Williams provided an update on the tower progress.
 - b. Approval of Radio Tower Project Vouchers – Discussion. Motion by Wallace Habhegger second by Douglas Path to approve the Radio Tower expenditures in the amount of \$416,252.50. Carried 4-0.
- 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 training currently attended by Finance Staff.
 - d. Non-Lapsing Budget Modification Policy – Tina provided the non-lapsing budget modification policy to members. A resolution to establish authority for approval for donation and user fees budget line adjustments for use was also provided. Discussion.
- Resolution to Establish Authority for Approval for Donation and User Fees Budget Line Adjustments for Use – The resolution would streamline modifying the budget adjustment process and procedure for donation and user fee non-lapsing departmental budget amounts. Motion to approve resolution by Wallace Habhegger second by Mark Halverson. Discussion. Carried 4-0.
 - e. Worker Compensation Rates - Tina explained that she is beginning the 2017 budget. She discussed how the current rate is calculated. The state rate will not be final until July. It was a consensus of the committee to revisit next month.
- Future Financing of the Justice Center Project – This item will be revisited next month.
- 2017 Budget Kickoff – Tina Osterberg explained that the budget kickoff occurred June 9th with Department Heads. Documents have been provided to all Department Head's.
- Monthly County Disbursement Journal – Motion by Pete Peterson second by Wallace Habhegger to approve Monthly County Disbursement Journal. Carried 4-0.
- Monthly Per Diems and Vouchers – Motion by Wallace Habhegger second by Mark Halverson to approve Monthly Per Diems and Vouchers. Carried 4-0.
- Items for next month's agenda – Worker Compensation Rates, Future Financing of the Justice Center Project, Budget Kickoff, Finance RFP's.
- Adjournment - Motion by Mark Halverson second by Douglas Path to adjourn at 11:09 a.m. Carried 4-0.

Shelley Bohl, County Clerk
Recorder

Finance Committee
June 22, 2016

Present: Cedric Schnitzler, Pete Peterson, Douglas Path, Mark Halverson, Wallace Habegger
Others: Tina Osterberg, Kurt Marshaus, Saul Glazer

The meeting was called to order in the Rolling Hills Auditorium at 5:15 p.m. by Chair Cedric Schnitzler.

Motion by Douglas Path second by Pete Peterson to move into closed session at 5:16 p.m. Schnitzler, Peterson, Path, Halverson, Habegger all voting yes.

Closed Session per WI Statutes 19.85(g); Consultation with attorney in regards to legal action and options on Justice Center contracts. Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved.

Motion by Wallace Habegger second by Mark Halverson to return to open session at 5:45 p.m. Schnitzler, Peterson, Path, Halverson, Habegger all voting yes.

- Resolution Authorizing Release of Funds to Miron – Motion by Wallace Habegger second by Cedric Schnitzler to approve resolution and forward to the full board. It was a consensus of the committee to remove a typo in the 3rd WHEREAS paragraph, line 15, "the". Discussion. Carried 5-0.
- Adjournment - Motion by Douglas Path second by Pete Peterson to adjourn at 5:50 p.m. Carried 5-0.

Shelley Bohl, County Clerk
Recorder

MONROE COUNTY

Notice of Budgetary Adjustment

Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: June 27, 2016
 Department: Land Records
 Amount: \$1,000.00
 Budget Year Amended: 2016

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

I did not budget for incoming funds via address application fees in 2016. I would like to use that extra income to offset greater expenses in office supplies than anticipated. At this time I have taken in around \$500 in application fees and I would like to adjust my office supplies line so that I have the ability to pay for supply costs and unforeseen expenses related to providing this service.

Revenue Budget Lines Amended:

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
11750000 462900	OTHER PUBLIC SAFETY	\$ -	\$ 1,000.00	\$ 1,000.00
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ 1,000.00	

Expenditure Budget Lines Amended:

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
11750000 531000	OFFICE SUPPLIES	\$ 500.00	\$ 1,000.00	\$ 1,500.00
				\$ -
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ 1,000.00	

Department Head Approval:



Date Approved by Committee of Jurisdiction: 07/12/2016

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: June 21, 2016
 Department: Senior Services
 Amount: \$21,536.00
 Budget Year Amended: 2016

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

GWAAR (Greater WI Agency on Aging Resources) State funding had an increase in the NSIP (Nutrition Incentive Services Program) area.
County appropriation is no longer needed for home delivered meals as meal costs are being fully charged to managed care organizations.

Revenue Budget Lines Amended:

Account #	Account Name	Current Budget	Budget Adjustmen	Final Budget
24600001 435670	Congregate NSIP	\$ 12,987.00	\$ 1,790.00	\$ 14,777.00
24600050 435670	Home Delivered NSIP	\$ 11,988.00	\$ 1,653.00	\$ 13,641.00
24600050 411100	General Property Taxes	\$ 93,739.00	\$ (22,000.00)	\$ 71,739.00
24600050 411120	COP Cty Appropriation	\$ -	\$ 3,907.00	\$ 3,907.00
24600055 466500 SS420	Cashton HD WWC	\$ 2,849.00	\$ 1,418.00	\$ 4,267.00
24600060 466500 SS420	Cataract HD WWC	\$ 1,264.00	\$ 671.00	\$ 1,935.00
24600065 466500 SS420	Kendall HD WWC	\$ 3,815.00	\$ 3,421.00	\$ 7,236.00
24600070 466500 SS420	Norwalk HD WWC	\$ 3,658.00	\$ 2,353.00	\$ 6,011.00
24600075 466500 SS420	Sparta HD WWC	\$ 1,765.00	\$ 7,843.00	\$ 9,608.00
24600085 466500 SS420	Tomah HD WWC	\$ 11,704.00	\$ 1,719.00	\$ 13,423.00
24600095 466500 SS420	Wilton HD WWC	\$ 100.00	\$ 668.00	\$ 768.00
10000000 411100	Gen Cty Appropriation	\$ 6,506,520.00	\$ 18,093.00	\$ 6,524,613.00
Total Adjustment			\$ 21,536.00	\$ -

Expenditure Budget Lines Amended:

Account #	Account Name	Current Budget	Budget Adjustmen	Final Budget
24600001 531065	Congregate Advertising	\$ 142.00	\$ 300.00	\$ 442.00
24600001 534105	Congregate Site Supplies	\$ 4,656.00	\$ 1,490.00	\$ 6,146.00
24600050 531065	Home Delivered Advertising	\$ 218.00	\$ 100.00	\$ 318.00
24600050 534105	Home Delivered Site Supplies	\$ 10,573.00	\$ 1,553.00	\$ 12,126.00
10010000 539200	Contingency Fund	\$ 258,800.00	\$ 18,093.00	\$ 276,893.00
Total Adjustment			\$ 21,536.00	\$ -

Department Head Approval: *Laura M. [Signature]*
 Date Approved by Committee of Jurisdiction: *David A. [Signature]* 7-5-16

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: June 16, 2016
 Department: Sheriff's Office
 Amount: \$ 7,995.83
 Budget Year Amended: 2016

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

By participating in nationwide mobilizations, such as Click it or Ticket, the Sheriff's Office became eligible for 2 OWI equipment Grants. The agency reported enforcement stats on Wise-Grants and was selected to receive grant monies. There is a local match requirement for both of the grants of \$1000.00, which will utilize current budget monies.

Revenue Budget Lines Amended:

Account #	Account Name	Original Budget	Budget Adjustment	Final Budget
12110200.435230	Law Enforcement Grant		\$ 7,995.83	\$ 7,995.83
				\$ -
				\$ -
Total Adjustment			\$ 7,995.83	

Expenditure Budget Lines Amended:

Account #	Account Name	Original Budget	Budget Adjustment	Final Budget
12110200.539202	Other Grant Expense		\$ 7,995.83	\$ 7,995.83
				\$ -
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ 7,995.83	

Department Head Approval: *Scott Perkins*

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: July 11, 2016
 Department: Sheriff's Office/EM
 Amount: \$533.86
 Budget Year Amended: 2016

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

A Homeland Security Grant was awarded to Monroe County Sheriff's Office for the Emergency Management commitment to participation in Miles Paratus, which was a full scale military exercise with the National Guard and Wisconsin Emergency Management. \$533.86 represents expenses related to activation of the EOC during the exercise (EPCRA credit) along with mileage expenses.

Revenue Budget Lines Amended:

Account #	Account Name	Original Budget	Budget Adjustment	Final Budget
12902000.432102	Homeland Security Grant	\$ -	\$ 533.86	\$ 533.86
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ 533.86	

Expenditure Budget Lines Amended:

Account #	Account Name	Original Budget	Budget Adjustment	Final Budget
12902000.579100	HazMat Grant Expenses	\$ -	\$ 533.86	\$ 533.86
				\$ -
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ 533.86	

Department Head Approval: Scott Perkins

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: 6/20/2016
 Department: Solid Waste/Recycling
 Amount: \$39,530.97 \$0.00
 Budget Year Amended: 2016

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

Increased revenues received with the State Recycling Grant. The legislature rescinded some of the Governors cuts to Recycling and the State Landfill Recycling Tax collections are up with increasing landfill tonnages being accepted.


Revenue Budget Lines Amended:

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
63650000 435450	52910 State Recycling Grant	98,000.-	39,530.97	\$137,530.97
				\$ -
				\$ -
				\$ -
Total Adjustment			\$39,530.97-	

Expenditure Budget Lines Amended:

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
63650000 52134	Contracted Services	69,214.-	39,530.97	\$108,744.97
				\$ -
				\$ -
				\$ -
Total Adjustment			\$39,530.97-	

Department Head Approval: _____

Date Approved by Committee of Jurisdiction:  06/20/2016
 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: Solid Waste
 Budget Year Amended: 2016

No. _____
Date: _____

From Account

Account #	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
63630000 521470	Engineering	\$ 140,000.00	\$ 100,000.00	\$ 14,658.03	\$ 40,000.00
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
Total Transfer			\$ 100,000.00		

To Account

Account #	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
63630000 589000	Construction in Progress	\$ -	\$ 100,000.00	\$ -	\$ 100,000.00
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
Total Transfer			\$ 100,000.00		

Explanation for Transfer: This transfer is to create a new account to track the costs of the landfill expansion so that these can be depreciated over the useful life of the expansion.

Department Head Approval

Gail Ford 6/20/2016

Governing Committee Approval

[Signature] 06/20/2016

 If < \$500:

Send to County Administrator's Office

COUNTY ADMINISTRATOR Approval: _____

If > \$500:

Send to County Clerk's Office

FINANCE COMMITTEE Approval given on : _____

Date

REQUEST FOR LINE ITEM TRANSFER

Office Use Only

Department: Justice 12950000 2016

No. _____
Date: _____



	<u>Account #</u>	<u>Account Name</u>	<u>Transfer Amount</u>	<u>Original Budget</u>	<u>YTD Expenditures</u>	
From Account	511000	Salaries	11,000	347,956	141,316.48	
	521340	Contracted Services	700	31,250	3352.99	
	Total funds transferred		\$ 11,700.00			
To Account	511200	Overtime	11,000	5,073	8,447.24	
	53100	Office Supplies	700	1800	1644.89	
			\$ 11,700.00			

Explanation for Transfer:

The department has experienced many vacancies and have had to fill many of the vacant shifts with overtime. Our department operates 24/7 due to the monitoring of inmates and pretrial Bond Monitoring participants serving their jail sentence at home. Also, there are 6 county holidays left this year, so more money will be needed to cover the overtime on those days. Our department is expecting more vacancies with the Justice Program Specialist positions later this year. Equipment and Supplies have also increased this year due to a large increase of Bond Monitoring and EMP participants. With increased caseload there are more gloves needed to complete drug and alcohol testing and equipment maintenance, and increase in misc supplies (pens, folders, etc).

Department Head Approval

Governing Committee Approval


7-11-16

July 11, 2016

Send to County Clerk's Office

FINANCE COMMITTEE Approval given on :

_____ Date

REQUEST FOR LINE ITEM TRANSFER

Office Use Only

Department: Finance
 Budget Year Amended: 2016

No. _____
Date: _____

From Account

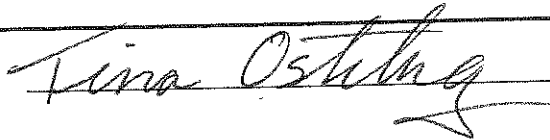
Account #	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
11511000 531000	Data Processing Office Supplies	\$ 2,500.00	\$ 860.00	\$ 716.61	\$ 1,640.00
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
Total Transfer			\$ 860.00		

To Account

Account #	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
11510000 511200	Overtime	\$ 1,015.00	\$ 750.00	\$ 931.61	\$ 1,765.00
11510000 515005	Retirement	\$ 37,820.00	\$ 51.00	\$ 17,469.24	\$ 37,871.00
11510000 515010	Social Security	\$ 36,058.00	\$ 47.00	\$ 16,005.13	\$ 36,105.00
11510000 515015	Medicare	\$ 8,443.00	\$ 11.00	\$ 3,743.15	\$ 8,454.00
11510000 515040	Workers Comp	\$ 766.00	\$ 1.00	\$ 344.08	\$ 767.00
					\$ -
Total Transfer			\$ 860.00		

Explanation for Transfer: Due to work load in the office additional overtime hours have been necessary to meet deadlines. The Data Processing Office Supply account charges have decreased with the implementation of Munis. We are now able to purchase less expensive 1099 & W-2 forms and paper usage has decreased in our office.

Department Head Approval



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

Notice of Re-Purpose of Funds

MONROE COUNTY

Unanticipated Change of What Funds Were Budgeted For

Date: 6/20/2016
Department: Solid Waste
Amount: \$ 40,000.-
Budget Year Amended: 2016

Explanation/Reason funds are being re-purposed and affect on Program:

(If needed attached separate brief explanation.)

Junco Road pavement is in need of maintenance and preservation. We have the opportunity to do this when the Highway Department Seal coats County A saving a \$1,500.- mobility charge. The price is down 12% over last year and 30% less then in 2008.

Original Budgeted Line's Purpose:

Account #	Account Name	Original Purpose	New Purpose	Amount to Re-Purpose
63630000 581000	Capital Equipment	Land-fill Equipment	Asphaltic Chip Seal Coating Junco Road	\$ 40,000.-
Total Adjustment				\$ 40,000.-

Department Head Approval: Gail Zick 6/20/2016

Date Approved by Committee of Jurisdiction: [Signature] 06/20/16

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. _____

AUTHORIZATION TO ESTABLISH ONE ADDITIONAL STATE-FUNDED PUBLIC WORKS LABORER POSITION IN THE MONROE COUNTY HIGHWAY DEPARTMENT

WHEREAS, the Monroe County Highway Committee and Administrative & Personnel Committee request the establishment of one additional State-funded Public Works Laborer position in the Highway Department at no additional cost to the county; and

WHEREAS, under the State of Wisconsin 2016-2017 Biennial Budget the actual total WDOT increased maintenance funding will cover three positions; two positions having been added in 2014.

NOW, THEREFORE, BE IT RESOLVED by the Monroe County Board of Supervisors that they do hereby authorize the establishment of one additional Public Works Laborer position in the Highway Department effective January 1, 2017. Said authorization for this position ceasing when the State no longer funds the position.

Dated this 27th day of July 2016.

OFFERED BY THE ADMINISTRATIVE & PERSONNEL COMMITTEE:

Maffae McHenry

Pat Peterson

[Signature]

Mary ConRuden

Sharon Tolcey

Highway Committee vote: 5-0

Administrative & Personnel Committee vote: 5-0

Finance Committee vote:

County Administrator approval:

Approved as to form: Andrew Kaftan _____

Fiscal note: No cost to the county, all costs to be paid by State funding. Annual cost for the position is \$57,433 in 2017. The authorization for this position shall cease when the State no longer funds the position unless an opening becomes available through attrition.

PURPOSE: Establish one additional Public Works Laborer position in the Highway Department through state funding and at no cost to Monroe County.

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

_____ Increased part-time

ONE Additional existing position (attach job description, do not need to complete sections C, D, E, G & H)

A. Department: Highway Date: 06/14/2016

Department Head: Jack Dittmar

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):

For 2014 the Department cautiously proposed increasing personnel by two employees based on estimated increased WDOT maintenance funding. The two positions in the 08/12/2013 Highway Department New Position Analysis were approved and the explanation predicted 1-2 more new state positions again in 2015 due to another anticipated WDOT Routine Maintenance Agreement (RMA) funding increase for 2015. Proceeding cautiously was wise as the WDOT created a new maintenance program (Performance based Maintenance - Pbm) and the majority of the originally estimated RMA increases were used to fund this new program which started in 2015. Monroe County's resulting increased total maintenance funding (both RMA & Pbm) over the past 3 years has been slightly less than originally estimated, but due to proceeding cautiously total funding increases have been more than enough for the two additional positions approved in 2013. 2015 & 2016 actual total increased WDOT maintenance funding was \$739K & \$602K respectively (base = 2013 RMA) which funds 4.9 to 3.3 Public Works Laborer positions. For 2017 the Department again cautiously proposes one additional position based on actual total WDOT increased maintenance funding over the last two years being more than enough for 3 full time positions. The Highway Department's critical mission is winter maintenance service. Winter maintenance dictates our minimum staffing level with interstate highway winter maintenance being the most crucial. Because the WDOT has not fully funded state highway maintenance in the past, we are close to bare minimum staffing necessary to provide interstate winter maintenance. This additional year round new position will bring us closer to the WDOT fully funding their requirements for 24/7 interstate service. The Department has also been strained over the last few years getting our County project work completed due to lack of personnel and this increased WDOT maintenance work. The position will be terminated if WDOT maintenance funding is reduced.

Suggested Title: Public Works Laborer Full Time X Part Time ___/hrs

Personnel Director's Recommended Classification: Grade 15

Projected Start Date: January 01, 2017

C. General Description of the Position: see attached position descript.

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

1. see attached position description

E. Minimum Qualifications of a Candidate:

Education: see attached position description

Experience: see attached position description

F: Funding:

Remainder of this fiscal year, if applicable: **N/A**

Grade	Hourly	Annual	Retire- ment	Social Security	Health Ins.	Dental Ins.	Life Ins.	Work Comp

Annual cost thereafter:

15	17.00	35,360	2,086	2,705	14,854	756	18	2,846
----	-------	--------	-------	-------	--------	-----	----	-------

1. Where will the funds for this position come from: 100% WDOT
reimbursement through annual County Routine Maintenance Agreement.

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

Is office space presently available? N/A Where? _____

Estimated capital cost: \$4300

Is this capital cost in the department budget? Yes and is
reimbursed by WDOT through monthly small tools cost pool charges.

3. Grand total cost, all items, this fiscal year: \$0

4. Thereafter, annual cost of salary and fringes: \$58,625

G. Supervisory responsibility (if applicable):

1. In brief detail, explain the supervisory authority this position will have: None

2. Employees directly supervised: None Indirectly: None

List title of employees reporting to this position:

None

H. Who will this person be responsible to? Highway Supervisor (in charge of state highway work)

SUPERVISING COMMITTEE Action:

Approval date: 06/17/2016 by a vote of Yes, No

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

Copies to be made by Department Head: 1 for Department, Original and 5 copies to Personnel Director

RESOLUTION NO. _____

RESOLUTION AUTHORIZING ESTABLISHMENT OF A MAINTENANCE
TECHNICIAN POSITION IN THE MAINTENANCE DEPARTMENT




WHEREAS, the Monroe County Property & Maintenance Committee and Administration & Personnel Committee request the establishment of a full-time Maintenance Technician position in the Maintenance Department; and


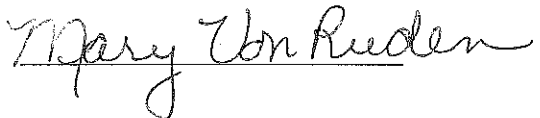
WHEREAS, this position oversees, implements and evaluates the preventive maintenance and repair of equipment to maintain the physical plant and grounds of all county buildings. The addition of the new Justice Center requires additional maintenance staff.

NOW, THEREFORE, BE IT RESOLVED by the Monroe County Board of Supervisors that they do hereby authorize the establishment of a Maintenance Technician position in the Maintenance Department effective January 1, 2017.

Dated this 26th day of July 2016.

OFFERED BY THE ADMINISTRATION & PERSONNEL COMMITTEE:

Property & Maintenance Committee review: 5-0
Administration & Personnel Committee action: 5-0
Finance Committee review:
Approved by County Administrator:
Approved by Corporation Counsel:

Fiscal note: \$67,358 to be budgeted for 2017.

PURPOSE: Approve a Maintenance Technician position in the Maintenance Department effective January 1, 2017.

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

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

A. Department: Maintenance
B. Date: 6-24-2016

Department Head: Garry Spohn

- 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):

The position is needed because of increased work load in the department. One of the largest increases in the work load is caused by the new Justice Center. This building is much larger than the previous building and is much more complex. We now have AC in the building and a significant amount of electronics. All doors and water valves are now electronic. This includes sink faucets and toilets. The building has approximately 3 times the number of beds. Our maintenance department has been struggling to keep up with routine maintenance prior to this building. We have evaluated contracting work out to the private sector. This proved to be cost prohibitive.

Suggested Title: Maintenance Technician Full Time X Part Time /hrs

Personnel Director's Recommended Classification: Grade 12

Projected Start Date: January 1, 2017

- C. General Description of the Position: Under the general supervision of the Building Manager, the Maintenance Technician oversees, implements, and evaluates the preventive maintenance and repair of equipment to maintain the physical plant and grounds of all county buildings.

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

1. Diagnose and repair heating, ventilating and air conditioning eq.
2. Diagnose and repair access controls.
3. Diagnose and repair electrical circuits as allowed by law.
4. Operate and adjust building automated controls as needed.
5. Plumbing with copper, galvanized pipe, pvc, pex, and cast iron.
6. Service and Operate Generators, Tractors, Trucks, Skid Loader.
7. Operate, Maintain and repair our water booster station.
8. Troubleshoot and repair Nurse call systems and alarm systems.

E. Minimum Qualifications of a Candidate:

Education: Two year degree in mechanical, electrical, HVAC or related field. Preference to HVAC.

Experience: Minimum of 5 years directly related "hands on" work experience or equivalent combination of education and experience

F. Funding:

Annual costs (with full family insurance coverage):

Grade	Hourly	Annual	Retire- ment	Social Security	Health Ins.	Dental Ins.	Life Ins.	Work Comp

1. Where will the funds for this position come from: 2017 budget

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

Some hand tools and cordless tools.

Is office space presently available? Yes Where? Maintenance Shop

Estimated equipment cost \$500.00

Is this cost in the department budget? Yes

3. Grand total cost, all items, this fiscal year: \$67,358

4. Thereafter, annual cost of salary and fringes: \$66,858

G. Supervisory responsibility (if applicable):

1. In brief detail, explain the supervisory authority this position will have: At the discretion of the Property Manager the position may direct other maintenance positions.

2. Employees directly supervised: 0 Indirectly: _____

List title of employees reporting to this position:

H. Who will this person be responsible to? Property Manager

COUNTY ADMINISTRATOR Action:

Approval date: _____

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

RESOLUTION NO. _____

RESOLUTION AUTHORIZING ESTABLISHMENT OF A SOCIAL WORKER I POSITION IN THE MONROE COUNTY HUMAN SERVICES DEPARTMENT


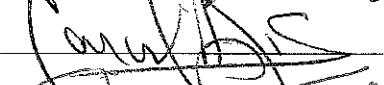

WHEREAS, the Monroe County Health & Human Services Committee and Administration & Personnel Committee request the establishment of an additional Social Worker I position in the Human Services Department; and


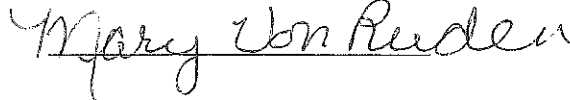
WHEREAS, Comprehensive Community Services (CCS) is a key new program within Human Services and the WRIC consortia. CCS began in late 2014 and works with both adults and children with a mental health diagnosis and, with program growth, there is a need for additional staff to meet the service demands.

NOW, THEREFORE, BE IT RESOLVED by the Monroe County Board of Supervisors that they do hereby authorize the establishment of a Social Worker I position in the Human Services Department effective April 1, 2017. If State funding ceases, the position will be reviewed.

Dated this 26th day of July 2016.

OFFERED BY THE ADMINISTRATION & PERSONNEL COMMITTEE:

Health & Human Services Committee review: 8 yes, 0 no, 1 absent

Administration & Personnel Committee action: 5 yes, 0 no

Finance Committee review:

Approved by County Administrator:

Approved by Corporation Counsel:

Fiscal note: The position will be funded by Medical Assistance Case Management billing with no additional Monroe County tax levy. Cost of the position is \$49,413 for 2017 and \$65,351 on an annual basis.

PURPOSE: Approve a Social Worker position in the Human Services Department at no increase in County levy.

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
- 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: 7/5/2016

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):

The Comprehensive Community Services (CCS) is a key new program within MCDHS and the WRIC Consortia. In Monroe County, CCS began in late 2014 and has seen rapid growth. This program works with both adult and children/youth with a mental health diagnosis. We are projecting maximized caseload capacity in 2017. Optimal caseload range is 15-18 adults or 12-14 children or a combination there of. The assessment process is very comprehensive and requires significant staff time to complete. This causes delays in providing services to individuals with mental health issues in our community. With program growth, there is a need for an additional staff to meet the service demands. We are requesting a Social Worker 1 Community Mental Health position to meet the demands of a flourishing CCS program. We propose to add this position as of 4/1/2017.

The position will be funded by Medical Assistance Case Management billing. The billing hours for CCS are reimbursed at 100% rate which is \$85.72/hr. for BS level or \$128.56/hr. for Masters level. The estimated billable hours rate needed to cover position costs are 35% (BS level). There is no additional request of County tax levy funding for this position.

Suggested Title: Social Worker Full Time Part Time /hrs

Personnel Director's Recommended Classification: Grade 11

Projected Start Date: 4/1/2017

C. General Description of the Position: See attached job description

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

1. See attached job description
2. _____
3. _____

E. Minimum Qualifications of a Candidate:

Education: See attached job description

Experience: _____

F: Funding:

Annual costs (with full family insurance coverage): **2017 Cost, 4/1/17 start date.**

Grade	Hourly	Annual	Retire- ment	Social Security	Health Ins.	Dental Ins.	Life Ins.	Work Comp
11	\$21.00	\$32,760	\$2162	\$2506	\$7,950	\$454		

1. Where will the funds for this position come from: _____

State/Federal funding through M.A. billing of Comprehensive Community Services which is billable at 100% of billed time

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

Computer, desk, chair, phone, etc.

Is office space presently available? X Where? Anticipated space in Human Services _____

Estimated equipment cost: \$2,800

Is this cost in the department budget? Yes in 2017 Budget

3. Grand total cost, all items, 2017 fiscal year: \$49,413

4. Thereafter, annual cost of salary and fringes: \$65,351

G. Supervisory responsibility (if applicable):

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

2. Employees directly supervised: N/A Indirectly: _____

List title of employees reporting to this position:

H. Who will this person be responsible to? Clinic Administrator _____

COUNTY ADMINISTRATOR Action:

Approval date: _____

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

RESOLUTION NO. _____

RESOLUTION AUTHORIZING ESTABLISHMENT OF A SOCIAL WORKER I
POSITION IN THE MONROE COUNTY HUMAN SERVICES DEPARTMENT

WHEREAS, the Monroe County Health & Human Services Committee and Administration & Personnel Committee request the establishment of an additional Social Worker I position in the Human Services Department; and

WHEREAS, Children's Long Term Support Services (CLTS) has a current waiting list of 15 children, and an additional 10-14 Autism Waiver children will transition into the program later this year. An additional position is needed to work 70% in CLTS and 30% in the Birth to Three program, which is also over caseload capacity. Billing will cover 80% of the cost of this position, with the additional \$9,700 provided by County levy.

NOW, THEREFORE, BE IT RESOLVED by the Monroe County Board of Supervisors that they do hereby authorize the establishment of a Social Worker I position in the Human Services Department effective April 1, 2017.

Dated this 26th day of July 2016.

OFFERED BY THE ADMINISTRATION & PERSONNEL COMMITTEE:

Health & Human Services Committee review: 8 yes, 0 no, 1 absent
Administration & Personnel Committee action: 5 yes, 0 no
Finance Committee review:
Approved by County Administrator:
Approved by Corporation Counsel:

Fiscal note: The position cost of \$49,413 will be funded 80% by billing and \$9,700 by Monroe County tax levy.

PURPOSE: Approve a Social Worker position in the Human Services Department at a cost of \$9,700 in County levy.

NEW POSITION ANALYSIS

New position
 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: 7/5/2016

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):

Monroe County DHS Children's Long Term Support Services (CLTS) has a current wait list of 15 children. CLTS will transition into the program 10-14 Autism Waiver children between 7/1/16 and 11/30/16. This service had previously been contracted with a private vendor by the state. This will put our current CLTS staff above caseload capacity therefore not allowing us to reduce the number of children from the waitlist. The Monroe County DHS Birth to Three Program is currently serving over 60 children, approximately 15-20 more than caseload capacity. This program does not allow for a waitlist therefore services must be provided timely. We are requesting a Social Worker 1 CFS Designated Service Program position who would work approximately 70% in CLTS and 30% in Birth to Three. Time may vary based on need of these two programs. This position will allow for 12-14 additional children, some of the most vulnerable children in our county to begin receiving CLTS services in 2017. The goal would be to eliminate the CLTS waitlist by the end of 2017. Additionally, we would be able to better adjust to the fluctuation of caseload numbers in Birth to Three. This new position is able to be supported through Case Management Medical Assistance billing. The current CLTS Case Management billing is at \$86.32/hr. The Targeted Case Management (Birth to Three) is at \$24.00/hr. Billing at a 35% rate will cover 80% the cost of the position. This additional position will allocate \$9,700 to 2017 county tax levy.

Suggested Title: Social Worker _____ Full Time Part Time _____/hrs

Personnel Director's Recommended Classification: Grade 11

Projected Start Date: 4/1/2017

C. General Description of the Position: See attached job description

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

1. See attached job description

E. Minimum Qualifications of a Candidate:

Education: See attached job description

Experience: _____

F: Funding:

Annual costs (with full family insurance coverage): **2017 Cost, 4/1/17 start date**

Grade	Hourly	Annual	Retire- ment	Social Security	Health Ins.	Dental Ins.	Life Ins.	Work Comp
11	\$21.00	\$32,760	\$2162	\$2506	\$7,950	\$454		

1. Where will the funds for this position come from: Medical Assistance billing and Targeted Case Management and County Levy

2. What equipment will need to be purchased (desk, etc.)?
Desk, Chair, Computer, phone, etc.

Is office space presently available? X Where? Anticipated space in Human Services

Estimated equipment cost: \$2,800

Is this cost in the department budget? This will be incorporated in 2017 budget

3. Grand total cost, all items, 2017 fiscal year: \$49,413

4. Thereafter, annual cost of salary and fringes: \$65,351

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? _____

COUNTY ADMINISTRATOR Action:

Approval date: _____

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

3 AUTHORIZING LETTER TO REQUEST REALLOCATION FOR PROFILE #516 OF THE
4 STATE AND COUNTY CONTRACT FOR SOCIAL AND COMMUNITY PROGRAMS
5

6 WHEREAS, Monroe County and La Crosse County CSP Wait List funds have been combined to
7 support regional CSP programing; and
8

9 WHEREAS, the funds can now be separated out and Monroe County can then direct use of the funds
10 which amounts to \$21,133.00 for Monroe County; and
11

12 WHEREAS, the State requests letters from both counties agreeing to the change.
13

14 NOW THEREFORE BE IT RESOLVED by the Monroe County Board of Supervisors that the request
15 shall be made to the state with the Chair signing the attached letter.
16

17 Offered by the Human Services Board on the 27th day of July, 2016.
18

19 Vote: 8 yes; 0 no 1 absent
20

21 Emma K Ledbetter, MD Mary Von Ruden
22

23 David A. Rueser
24

25 Cynthia Wise
26

27 [Signature]
28

29 Marlene E. Sund
30

31 James J. Shilling
32

33 Mary J. Cook
34
35
36

37 Purpose: To request a change for reallocation of \$21,133.00 to Monroe County for CSP use.
38

39 Fiscal Note: The change was anticipated and is part of the current budget.
40

41 Drafted and approved by Corporation Counsel ACK

MONROE COUNTY FINANCE COMMITTEE

FINANCE POLICY 1-2

Effective 07/26/2016

DONATIONS & USER FEES TO MONROE COUNTY

POLICY:

Donations made or user fees paid to Monroe County and expenditures associated with the donation or user fees must be approved by the Finance Committee. Monthly reports shall be made to the County Board.

PURPOSE:

To utilize §65.90(5)(b) as authorized by the County Board to monitor the receipt and expenditure of County donations and user fees on a cash basis to avoid the inefficiencies of using monthly budget adjustments to ensure expense are not incurred without the cash on hand.

POLICY AUTHORIZATION:

- Wis Stats. 59.52(19) & 65.90(5)(b)
- Finance Approval 07/20/2016
- County Board 07/26/2016, Resolution No. _____

PROCEDURE:

1. Oversight Committees or Boards shall be kept apprised of all donations or user fees by the Department Head at monthly meetings. These donations or user fees may be accepted in the form of cash, goods or services. An oversight committee or board may deny acceptance of donations.
2. All donations or user fees of cash or cash proceeds derived from a donation or user fee must be deposited and recorded in the county books in a revenue account. In kind gifts may immediately be put to use.
3. No amounts of a cash donation, or the proceeds derived in any way from a donation or user fees, may be spent by a department if the expenditure would cause a department's budget to be exceeded. The Finance Committee must approve a budget adjustment to appropriate the funds (see # 4).
4. The Finance Department will create a donations/user fees received non-lapsing budget adjustment report to be submitted to the Finance Committee for approval each month. Said adjustment to conform to §65.90(5)(b) Wis. Stats. which currently dictates that adjustments shall not exceed 10% of the department's annual budget. The report shall include the following information:
 - Department(segment) receiving the donation/user fee
 - Month(s) deposits received
 - Accounts to be adjusted revenue/expenditure budget line
 - Amount to adjust
 - Prior budget of account(s)
 - Final budget of account(s)
 - Current Balance of account(s)

RESOLUTION NO. _____

TO ESTABLISH AUTHORITY FOR APPROVAL OF DONATION AND USER FEES BUDGET LINE ADJUSTMENTS FOR USE

WHEREAS, per Chapter 65 of Wisconsin Statutes, the Monroe County Board of Supervisors does annually approve and adopt an annual budget and set the annual tax levy, and

WHEREAS, per the provisions of §65.90(5)(b) Wis. Stats., the Monroe County Board may authorize it's standing finance committee to:

transfer funds between budgeted items of an individual county office or department, if such budgeted items have been separately appropriated, and to supplement the appropriations for a particular office, department, or activity by transfers from the contingent fund. Such committee transfers shall not exceed the amount set up in the contingent fund as adopted in the annual budget, nor aggregate in the case of an individual office, department, or activity in excess of 10 percent of the funds originally provided for such office, department, or activity in such annual budget.

WHEREAS, the Monroe County Finance Director compiles a monthly report of the non-lapsing donation and user fee account balances for the Finance Committee and County Board; and

WHEREAS, the Monroe County Board has historically not levied for donations and user fees, preferring the use of a cash basis accounting system to ensure there are funds available before expenses are incurred; and

WHEREAS, the Monroe County Finance Committee has established a process and procedure for review and approval of requests for such donation and user fee non-lapsing budget revenue and expense adjustments; and

WHEREAS, this policy will avoid monthly budget adjustments requiring a two-thirds majority board approval.

NOW, THEREFORE, BE IT RESOLVED that the Monroe County Board of Supervisors approves the policy for handling donations and user fee revenues and expenses on a cash basis

BE IT FURTHER RESOLVED that the Monroe County Board of Supervisors authorizes the Finance Committee to make adjustments pursuant to §65.90(5)(b) Wis. Stats.

Dated this ____ day of June, 2016

Offered by the Finance Committee

Finance Committee Vote: _____ Yes _____ No

STATEMENT OF PURPOSE: Streamline and improve county operational efficiency by modifying the budget adjustment process and procedure for donation and user fee non-lapsing departmental budget amounts.

Fiscal Note: Authority granted under WI Stats 65.90(5)(b).

Approved as to form by Corporation Counsel Andy Kaftan _____
Drafted by Finance Director Tina Osterberg