



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

NOTICE OF MEETING

**COMMITTEE: ADMINISTRATION &
PERSONNEL COMMITTEE**

TIME: 9:00 a.m.

**PLACE: Monroe County Justice Center
Monroe County Board Assembly Room
South Side/Oak Street Entrance
1st Floor – Room #1200
112 South Court Street
Sparta, WI 54656**

DATE: Tuesday April 11, 2023

SUBJECT MATTER TO BE CONSIDERED

1. Call to Order/Roll Call
2. Next month's Meeting Date/Time
3. Minutes Approval of March 14, 2023
4. Information Technology Director Report
5. Personnel Director
 - Resolution Authorizing ADRC Driver Position Increase to Part Time – Discussion/Action
 - Employee Engagement Survey and Staff Meetings – Discussion Only
 - Personnel Policy Update - Resolution Authorizing Changes to the Monroe County Personnel Policy Manual – County/Government Owned Vehicles – Discussion/Action
 - Director Report
6. County Administrator Report
7. Next Month's Agenda Items
8. **CLOSED SESSION** per WI Statutes 19.85(1)(c), considering employment, promotion, compensation, or performance evaluation data of any public employee which the governmental body has jurisdiction or exercises responsibility – to complete County Administrator's Performance Evaluation – Discussion/Action
9. **CLOSED SESSION** under WI Statutes 19.82(1) of the Bargaining Subcommittee at approximately 10:15 a.m. to discuss bargaining strategy with the Monroe County Professional Police Association
10. **OPEN SESSION** per WI Statutes 19.82(1) between the Bargaining Subcommittee at approximately 10:30 a.m. with Monroe County Professional Police Association to exchange initial proposals in an attempt to arrive at successor collective bargaining agreement, and any other such business as authorized by law.
11. Adjournment

Wallace Habegger, Committee Chair

Date notices mailed: April 4, 2023

PLEASE NOTE: A quorum of the Monroe County Board or other committees may be present at this meeting. No business of the County Board or other committees will be conducted at this meeting, only the business noted above.

Administration & Personnel Committee
March 14, 2023

Present: Wallace Habhegger, Jason Jandt, Todd Sparks, James Kuhn, Toni Wissestad
Others: Tina Osterberg, Cedric Schnitzler, Lisa Aldinger Hamblin, Charles Weaver, Tracy Thorsen, Hannah Olsen, Adrian Lockington, Ed Smudde, Chris Weaver, Rick Folkedahl, Pamela Pipkin

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

- Next Month's Meeting Date/Time – The next meeting is April 11, 2023 at 9:00 a.m. in the Monroe County Board Assembly Room.
- Minutes Approval – Motion by James Kuhn second by Jason Jandt to approve the February 14, 2023 minutes. Carried 5-0.
- Corporation Counsel Credit Card Approval – Motion by James Kuhn second by Toni Wissestad to approve credit card. Lisa Aldinger Hamblin, Corporation Counsel explained credit card request in the amount of \$1,000.00 for the Assistant Corporation Counsel. Carried 5-0.
- Veteran's Service Office Budget Adjustment – Motion by James Kuhn second by Jason Jandt to approve budget adjustment. Charles Weaver, Veterans Service Officer explained the 2023 budget adjustment in the amount of \$17,528.00 for County Veterans Supplement Grant. Carried 5-0.
- Pamela Pipkin provided the Child Support Director Report.
- Rick Folkedahl provided the Information Technology Director Report.
- Personnel Director
 - *Ed Smudde presented results from employee engagement survey. The past survey from 2018 was also provided. These surveys set a benchmark and provide awareness to the county. It was recommended to present the results at the April County Board meeting.
 - *Personnel Policy Update, Resolution Authorizing Changes to the Monroe County Personnel Policy Manual – County/Government Owned Vehicles. Motion by Jason Jandt second by Toni Wissestad to approve the resolution. Ed Smudde explained the update to the policy. Discussion. The committee recommended policy clarification to section (2) as to allowing employees to take a vehicle home. Motion to table resolution until the next meeting by James Kuhn second by Todd Sparks. Carried 5-0.
 - *Review of RFP for Wellness Initiative – Ed Smudde asked to table the RFP review until the next meeting.
 - *Ed Smudde provided the Personnel Director Report.
- Tina Osterberg provided the County Administrator Report.
- Next Month's Agenda Items: Employee Engagement Survey; Personnel Policy Update-Resolution Authorizing Changes to the Monroe County Personnel Policy Manual-County/Government Owned Vehicles; Review of RFP for Wellness Initiative; Administrator Closed Session; Bargaining Closed Session.
- Motion to move into closed session by Toni Wissestad second by Jason Jandt. Wallace Habhegger, Jason Jandt, Todd Sparks, James Kuhn and Toni Wissestad all voted yes.
- CLOSED SESSION per WI Statutes 19.85(1)(c), considering employment, promotion, compensation, or performance evaluation data of any public employee which the governmental body has jurisdiction or exercises responsibility – to complete County Administrator's Performance Evaluation – Discussion/Action
- Motion by James Kuhn second by Jason Jandt to return to open session. Wallace Habhegger, Jason Jandt, Todd Sparks, James Kuhn and Toni Wissestad all voted yes.

- Motion by James Kuhn second by Todd Sparks to move into closed session. Wallace Habegger, Jason Jandt, Todd Sparks, James Kuhn and Toni Wissestad all voted yes.
- CLOSED SESSION under WI Statutes 19.82(1) of the Bargaining Subcommittee at approximately 10:30 a.m. to discuss bargaining strategy with the Monroe County Professional Police Association.
- Motion by Toni Wissestad second by Todd Sparks to return to open session. Wallace Habegger, Jason Jandt, Todd Sparks, James Kuhn and Toni Wissestad all voted yes.
- Wallace Habegger adjourned the meeting at 11:05 a.m.

Shelley Bohl, Monroe County Clerk
Recorder

RESOLUTION NO. _____

**RESOLUTION AUTHORIZING ADRC DRIVER POSITION
INCREASE TO PART TIME**

1 **WHEREAS**, ADRC of Monroe County has historically contracted for a service provider to deliver the
2 Nutrition Program prepared meals from the caterer to each of the Monroe County meal sites; and

3
4 **WHEREAS**, the current provider did not renew their contract, so a Limited Term Employee (LTE) Meals
5 Driver position was created as a temporary solution to deliver the Nutrition Program prepared meals; and

6
7 **WHEREAS**, no proposals for a new contracted provider were received through two Request for Proposal
8 processes in November 2022 and again in March 2023; and

9
10 **WHEREAS**, Human Service Board recommends creation of a regular part-time position as a long-term
11 solution to deliver the Nutrition Program prepared meals from the caterer to each of the Monroe County meal
12 sites; and

13
14 **WHEREAS**, this part-time employee would be scheduled for 20 hours per week and be eligible for all
15 associated benefits eligible through the county's policy.

16
17 **NOW, THEREFORE BE IT RESOLVED** by the Monroe County Board of Supervisors that they do
18 hereby authorize the increase from LTE position to regular part-time hours for the ADRC Driver position
19 effective May 1, 2023.

20
21 Dated this 26th day of April, 2023.

22
23 Offered by the Administration & Personnel Committee

24
25 Purpose: To change the LTE ADRC Driver position from LTE to part-time status effective May 1, 2023.

26
27 Fiscal note: Position will be paid through existing budgeted funds for 2023 with no additional tax levy at a cost of
28 \$24,113 in 2023 and \$30,943 annually thereafter.

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

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

Approved as to form on _____

Lisa Aldinger Hamblin, Corporation Counsel

Committee Chair: _____

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

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

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

New Position Analysis



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

Date: 4/4/2023	Department: Human Services
Department Head Name: Tracy Thorsen	

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

Historically, Human Services has contracted for service provider to deliver prepared meals for the Nutrition Program from the caterer to each of the six Monroe County meal sites for home delivered and congregate meals. A Request for Proposals (RFP) for a contracted bulk meal delivery service was extended in October/November 2022 with no proposals received. An LTE position was created to use a county vehicle to deliver the meals while a second RFP was extended in February/March 2023. Once again no proposals were received for a contracted bulk meal delivery provider. It has been determined that a more reliable alternative is to create a regular part-time Driver position to transport the meals from the caterer to each of the meal sites using a county vehicle.

Suggested Title: Driver			
Personnel Director's Recommended Classification:		Grade: D	FLSA Class: Non Exempt
Full-time:	Part-time: 20/hours	Projected Start Date: 5/1/2023	

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

Funding - Annual Costs to include family insurance coverage: *Using 2023 Updated Salary Schedule*

Hourly Rate	Annual Salary	Retirement	Social Security	Medicare	Work Comp	Health Ins.	Dental Ins.	Life Ins.
\$14.29	\$10,003.00	\$681.00	\$621.00	\$146.00	\$115.00	\$5,045.70	\$174.58	\$18.00

1. Where will the funds for this position come from?
 Using existing funds in the 2023 Budget that were allocated for contracted bulk meal delivery service.

2. What equipment will need to be purchased for this position (desk, etc.)?
 No additional equipment is required for this position.
 - a. Is office space presently available? N/A Where? N/A
 - b. Estimated cost of needed equipment? \$0
 - c. Is the cost of needed equipment in the department budget? N/A
3. What is the grand total cost of all items this fiscal year? \$16,819 (Assuming costs beginning May 1, 2023)
4. What is the annual cost of salary and fringes, thereafter? \$14,862 (using 2023 wage rate) + \$14,867 (fringe & workers comp) = \$29,729 (annual cost)

Supervisory Responsibility (if applicable):

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

Not applicable.

2. Number of employees Directly supervised: Not Applicable Indirectly: Not Applicable

List the position titles that will report to this position:

Not Applicable		

3. What position title will this position report to? ADRC Manager

County Administrator – Action:

Date: 3/29/2023 Position Approved: Position Denied:

Committee of Jurisdiction: Health and Human Services – Action:

Date: 4/4/2023 Position Approved: Position Denied: by a vote of:

Administration & Personnel Committee – Action:

Date: Position Approved: Position Denied: by a vote of:

Finance Committee – Action on Fiscal Note:

Date: Funds Approved: Funds Denied: by a vote of:

County Board – Action:

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



JOB DESCRIPTION

Title:	Driver	Date:	5/1/2023
Department:	Human Services – ADRC	Pay Grade:	D
Reports To:	Nutrition Program Coordinator	FLSA Status:	Non-Exempt

POSITION SUMMARY

Under supervision of the ADRC Manager and Functional Supervision of the Nutrition Program Coordinator, the Driver provides bulk meal delivery to the Senior Dining sites.

ESSENTIAL FUNCTIONS

The following duties are typical for this position. However, these are not to be construed as exclusive or all-inclusive. To perform this job successfully, an individual must be able to perform each duty satisfactorily. Other duties may be required and assigned.

1. Transports packaged bulk food in pans that are securely sealed and labeled, from the caterer to all ADRC of Monroe County meal sites paying special attention to ensure each meal site gets all of their totes, food and supplies.
2. Transports the bulk food in equipment that maintains the temperature of the hot food above 140 degrees and the cold food below 41 degrees Fahrenheit.
3. Food must be picked up no later than 8:00 a.m. and delivered to all 6 meal sites by 11:00 a.m.
4. Stops at the ADRC of Monroe County two days each week (generally Tuesdays and Fridays) to drop off communication envelopes and pick up communication envelopes and supplies to take to and from the sites.
5. Keeps in regular communication with the Nutrition Program Coordinator, Caterer, ADRC Manager and Meal Site Manager in regards to any issues or delays. Coordinates with the substitute driver when needing coverage for time off.

MINIMUM REQUIRED QUALIFICATIONS

- Must be 18 years of age or older.
- Must hold valid Wisconsin driver's license with good driving record.
- Must successfully pass caregiver and criminal background check.

PREFERRED QUALIFICATIONS

- Previous driving experience.

REQUIRED JOB COMPETENCIES

- Knowledge of operating and servicing vehicles.
- Knowledge of the traffic laws and regulations governing vehicle operation.
- Skill and care in the operation of the equipment.
- Ability to make minor repairs and adjustment to equipment.
- Ability to lift, load, and unload bulk meal container totes.
- Ability to read street maps and safely operate a vehicle while adjusting driving routes to road conditions, weather, and other hazards.

- Knowledge of PPE and its proper use for personal safety measures.
- Ability to maintain confidentiality of all resident care information and assure resident rights and privacy are protected at all times per HIPAA.
- Ability to create and maintain an atmosphere of warmth and personal interest as well as a clean environment.
- Ability to work tactfully and cooperatively with diners, families, visitors, and entire staff throughout the organization.
- Ability to verbally communicate with diners, families, the public and other members of the organization.
- Must be able to exhibit a warm, cheerful, caring manner.
- Must be able to safely perform the essential job functions.
- Ability to interpret and implement local policies and procedures; written instructions, general correspondence; Federal, State, and local regulations.
- Skill in organizational and time management to prioritize duties to accomplish a high volume of work product while adapting to constant changes in priority.
- Ability to perform detailed work accurately and independently in compliance with stringent time limits requiring minimal direction and supervision.
- Ability to think quickly, maintain self-control, and adapt to stressful situations.
- Knowledge of computer software including word processing, spreadsheet and database applications consistent for this position.
- Ability to perform mathematical calculations required of this position.
- Ability to prepare and maintain accurate and concise records and reports.
- Ability to apply sound judgment and discretion in performing duties, resolving problems, and interpreting policies and regulations.
- Ability to communicate detailed and often sensitive information effectively and concisely, both orally and in writing.
- Ability to handle sensitive interpersonal situations calmly and tactfully.
- Ability to maintain professionalism at all times.
- Ability to maintain effective working relationships with others.
- Ability to work the allocated hours of the position and respond after hours as needed.

PHYSICAL AND WORK ENVIRONMENT

The physical and work environment characteristics described in this description are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions as otherwise required by law. Employees needing reasonable accommodation should discuss the request with Human Resources.

- This work requires the regular exertion of up to 75 pounds of force; work regularly requires sitting, frequently requires standing, speaking or hearing, using hands to finger, handle or feel and repetitive motions and requires walking, stooping, kneeling, crouching or crawling and reaching with hands and arms.
- Work has standard vision requirements.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.

- Hearing is required to perceive information in moderately loud conditions.
- May be subject to exposure to infectious wastes, diseases, and medical conditions.
- Work requires operating motor vehicles or equipment and observing general surroundings and activities.
- Work regularly requires exposure to outdoor weather conditions, frequently requires exposure to vibration and occasionally requires exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment.
- Work environment includes exposure to infectious agents, chemical agents, and diner behaviors.

Nothing in this job description limits management's right to assign or reassign duties and responsibilities to this job at any time. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

EMPLOYEE ACKNOWLEDGEMENT

I have received, reviewed and fully understand this job description. I further understand that I am responsible for the satisfactory execution of the essential functions as well as skills and abilities described therein. Furthermore, I understand this document will change over time, as necessary, and this document supersedes all prior descriptions. I understand I may be asked to perform duties and handle responsibilities that are not specifically addressed in my job description, from time to time. I understand that this does not constitute an employment agreement.

Employee Signature

Date

Employee Printed Name

RESOLUTION AUTHORIZING CHANGES TO THE MONROE COUNTY PERSONNEL POLICY MANUAL – COUNTY/GOVERNMENT OWNED VEHICLES

1 **WHEREAS**, the Monroe County Administration and Personnel Committee, recommends approval of the
2 Personnel Policy Manual changes proposed by the Personnel Director to section 4.68 County/Government owned
3 vehicles as referenced on the attached document; and
4

5 **WHEREAS**, to remove the language in red on the attached document referencing language that is no longer
6 current in section 4.68; and
7

8 **WHEREAS**, to replace that language with the highlighted text in yellow of the attached document. This
9 language references changes in policy to reflect the current job titles and department names that have occurred
10 after the original adoption of this language in 1997.
11

12 **NOW, THEREFORE BE IT RESOLVED** by the Monroe County Board of Supervisors that effective this date they
13 do hereby authorize the proposed Personnel Policy Manual changes as set out in the attached document adjusting the
14 language in section 4.68 County/Government Owned Vehicles, to go into effect immediately.
15

16 Dated this 26th day of April 2023.
17

18 Offered by the Administration & Personnel Committee.
19

20 Purpose: Approve changes to Personnel Policy Manual in sections 4.68 County/Government Owned Vehicles, to
21 go into effect immediately to ensure the proper current job titles and department names are used.
22

23 Fiscal note: No direct costs.

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

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

Approved as to form on _____

Lisa Aldinger Hamblin, Corporation Counsel

Committee Chair: _____

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

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

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