



# 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 MONROE COUNTY BOARD AGENDA

Wednesday, June 28, 2023

Monroe County Justice Center

County Board Assembly Room – 1<sup>st</sup> Floor, Room #1200

112 South Court Street Sparta, WI 54656

*\*(Please use South Side/Oak Street Entrance)\**

Remote Meeting to Begin at 6:00 p.m.

Meeting link:

<https://monroecountywi.webex.com/>

Meeting Number: 2489 179 3748

Password: Monroe

Join by phone

+1-404-397-1516 United States Toll

Access code: 2489 179 3748

IT Point of Contact, Rick Folkedahl 608-633-2700

5:00 p.m.

County Board Training Session – Resolution Process

6:00 p.m.  
WebEx to  
begin

Call to Order/Roll Call

Pledge of Allegiance

Approval of Minutes – May 24, 2023

Public Comment Period

### Appointments

Zoning Board of Adjustment, Maurice Amundson for a term ending 06/30/26

Transportation Committee for a term ending 03/01/25

Sara Buckholtz

Ann Etlicher

Wallace Habegger

Ken Harwood

Krista Heinz

Kaelyn Laylan

Julie Leis

Linda Smith

Stephanie Squires

Tracy Thorsen

Charles Weaver

Pam Weber

### Budget Adjustments

Solid Waste (2)

Health Department

WIC

### Re-Purpose of Funds

Sheriff (2)

Highway

Strategic Plan Update Overview – Strategic Planning Committee

Health Department Report – Tiffany Giesler, Health Director

Monthly Treasurer's Report – Debra Carney, Treasurer

Monthly Finance Report – Diane Erickson, Finance Director

Monthly Administrators Report – Tina Osterberg, County Administrator

Resolution(s) – Discussion/Action (Listed on a Separate Sheet)

### Chairman's Report -

July Department Head Report Announcement

July County Board Training Announcement

### Adjournment

>Supervisors: Do wear your name tags, it helps visitors

>Agenda order may change



# 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

## MONROE COUNTY BOARD AGENDA

Wednesday, June 28, 2023

Monroe County Justice Center

County Board Assembly Room – 1<sup>st</sup> Floor, Room #1200

112 South Court Street Sparta, WI 54656

*\*(Please use South Side/Oak Street Entrance)\**

Remote Meeting to Begin at 6:00 p.m.

Meeting link:

<https://monroecountywi.webex.com/>

Meeting Number: 2489 179 3748

Password: Monroe

Join by phone

+1-404-397-1516 United States Toll

Access code: 2489 179 3748

IT Point of Contact: Rick Folkedahl 608-633-2700

5:00 p.m.

County Board Training Session – Resolution Process

6:00 p.m.  
WebEx to  
begin

Call to Order/Roll Call

Pledge of Allegiance

Approval of Minutes – May 24, 2023

Public Comment Period

Appointments

Zoning Board of Adjustment, Maurice Amundson for a term ending 06/30/26

Transportation Committee for a term ending 03/01/25

Ann Etlicher

Ken Harwood

Wallace Habhegger

Krista Heinz

Kaelyn Laylan

Julie Leis

Joseph Minich

Linda Smith

Stephanie Squires

Tracy Thorsen

Charles Weaver

Pam Weber

Budget Adjustments

Solid Waste (2)

Health Department

WIC

Re-Purpose of Funds

Sheriff (2)

Highway

2023 Monroe County Audit - Greg Pitel, KerberRose

Strategic Plan Update Overview – Strategic Planning Committee

Health Department Report – Tiffany Giesler, Health Director

Monthly Treasurer’s Report – Debra Carney, Treasurer

Monthly Finance Report – Diane Erickson, Finance Director

Monthly Administrators Report – Tina Osterberg, County Administrator

Resolution(s) – Discussion/Action (Listed on a Separate Sheet)

Chairman’s Report -

July Department Head Report Announcement

July County Board Training Announcement

Adjournment

>Supervisors: Do wear your name tags, it helps visitors

>Agenda order may change

The May meeting of the Monroe County Board of Supervisors convened in the Monroe County Board Assembly Room in the City of Sparta, Wisconsin, on Wednesday, May 24, 2023 at 6:00 p.m. Chair Cedric Schnitzler presiding. Roll Call was called with 15 Supervisors present; Supervisor Jandt absent. The Pledge of Allegiance was recited. At 5:00 p.m., a training session was held for the Monroe County Board of Supervisors.

Motion by Supervisor Rogalla second by Supervisor Pierce to approve the April 26, 2023 minutes. Carried by voice vote.

Public Comment Period – No members of the public addressed the board.

Monroe County 1858 Map Presentation, Steve Krueger.

Ed Smudde, Personnel Director presented the Employee Engagement Survey and answered questions.

Rick Folkedahl, Information Technology Director provided the Information Technology report and answered questions.

Debbie Carney, Treasurer provided the monthly Treasurer's report and answered questions.

Diane Erickson, Finance Director provided the monthly Finance Director's report and answered questions.

Tina Osterberg, County Administrator provided the monthly Administrator's report and answered questions.

#### **RESOLUTION 05-23-01**

##### **RESOLUTION ESTABLISHING 2024 ANNUAL BUDGETED ALLOCATION FOR COST OF LIVING AND PAY FOR PERFORMANCE ADJUSTMENTS**

The forgoing resolution was moved for adoption by Supervisor Gomez second by Supervisor Pierce. Tina Osterberg, County Administrator explained. Discussion. Motion by Supervisor Sparks second by Supervisor Zebell to amend resolution, line #19 following allocation, add "COLA" and insert following paragraph 3 "Whereas, the CPI-U is often employed as a cost-of-living adjustment (COLA), even though it is not a cost-of-living-index; and. The amendment carried by voice vote. Discussion. The resolution as amended passed with all Supervisors voting yes.

#### **RESOLUTION 05-23-02**

##### **RESOLUTION ESTABLISHING HO CHUNK FUNDS ALLOCATION FOR 2024 BUDGET**

The forgoing resolution was moved for adoption by Supervisor Kuhn second by Supervisor Rogalla. Tina Osterberg, County Administrator explained. Discussion. The resolution passed with all Supervisors voting yes.

#### **RESOLUTION 05-23-03**

##### **RESOLUTION APPROVING AMENDMENT TO MONROE COUNTY CODE OF ORDINANCES, CHAPTER 14, FINANCE AND TAXATION, SECTION 14-72, PURCHASING**

The forgoing resolution was moved for adoption by Supervisor Wissestad second by Supervisor Kuhn. Supervisor Zebell explained. Discussion. Supervisor Sparks asked the Chair to consider suspending rule 3(d). Without objection, the rules were suspended. Discussion. Motion by

Supervisor Rogalla second by Supervisor Devine to send the resolution back to the Finance Committee for further discussion. Discussion. The motion was withdrawn by Supervisor Rogalla second by Supervisor Devine. Discussion. Motion by Supervisor Habhegger second by Supervisor Rogalla to send the resolution back to the Finance Committee for further review. Discussion. The motion passed (10 Y - 5 N - 1 Absent).

Schnitzler voted: Y	Pierce voted: Y	VanWyche voted: Y	Jandt was Absent
Habhegger voted: Y	Kuderer voted: N	Wissestad voted: Y	Zebell voted: N
Sparks voted: Y	Cook voted: Y	Balz voted: N	Devine voted: Y
Gomez voted: N	Kuhn voted: Y	Esterline voted: N	Rogalla voted: Y

**Chairman's Report –**

June Department Head Report – Health Department

June County Board Training – To be determined

June 22, 2023 Special Meeting of the Board

Motion by Supervisor Balz second by Supervisor Cook to adjourn the meeting at 8:06 p.m.

I, Shelley Bohl, Monroe County Clerk certify that to the best of my knowledge the foregoing is a correct copy of the May meeting of the Monroe County Board of Supervisors held on May 24, 2023.

# MONROE COUNTY

## Notice of Budgetary Adjustment

### Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: June 12, 2023  
 Department: SOLID WASTE  
 Amount: \$5,397.00  
 Budget Year Amended: 2023

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


This budget adjustment is to transfer funds from the 2023 Contingency Fund to the Solid Waste Department Sand Creek Budget for Filter System intallations on six homes outlined in the Work Plan submitted by Ayres Associates Engineering to the WDNR. This is for half of the final bill. The City of Sparta is responsible for the other half.  $\$1,799 \times 6 = \$10,794 \div 2 = \$5,397.00$

**Revenue Budget Lines Amended:**

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
63300000	499999		Transfer in - Solid Waste	\$ 20,000.00	\$ 5,397.00	\$ 25,397.00
						\$ -
						\$ -
						\$ -
Total Adjustment					\$ 5,397.00	

**Expenditure Budget Lines Amended:**

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
10010000	539200		Contingency Fund	\$ 102,367.00	\$ (5,397.00)	\$ 96,970.00
10000000	599999		Transfer Out - General Fund	\$ 20,000.00	\$ 5,397.00	\$ 25,397.00
63690000	521000		Professional Services	\$ 20,000.00	\$ 5,397.00	\$ 25,397.00
						\$ -
						\$ -
						\$ -
Total Adjustment					\$ 5,397.00	

Department Head Approval: 

Date Approved by Committee of Jurisdiction: 6-20-23

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

Date Approved by Finance Committee: 06-21-23

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 15, 2023  
 Department: Solid Waste  
 Amount: \$266,711.00  
 Budget Year Amended: 2023

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

This budget adjustment is needed to complete Monroe County's compliance requirement from the DNR to add \$1,327,968.48 to the long term closure account by June 30, 2023. Previously \$1,061,258.68 has been trasfered leaving \$266,709.80 to be transferred to the escrow accounts in June. The 2023 budget lines are sufficient in the land improvements, buildings, capital equipment, construction in progress, long term closure, and environmental repair fund accounts to cover this transfer.

**Revenue Budget Lines Amended:**

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
						\$ -
						\$ -
						\$ -
Total Adjustment					\$ -	

**Expenditure Budget Lines Amended:**

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
63630000	521815		CLOSURE COSTS	\$ 1,061,258.00	\$ 266,711.00	\$ 1,327,969.00
63630000	580150		LAND IMPROVEMENTS	\$ 100,000.00	\$ (50,000.00)	\$ 50,000.00
63630000	580500		BULDINGS - SOLID WASTE	\$ 5,000.00	\$ (5,000.00)	\$ -
63630000	581000		CAPITAL EQUIPMENT	\$ 12,000.00	\$ (12,000.00)	\$ -
63630000	589000		CONSTRUCTION IN PROG	\$ 235,464.00	\$ (176,433.00)	\$ 59,031.00
63630000	521810		LONG TERM CLOSURE	\$ 133,278.00	\$ (8,278.00)	\$ 125,000.00
63630000	521760		ENVIRON. REPAIR FUND	\$ 295,000.00	\$ (15,000.00)	\$ 280,000.00
Total Adjustment					\$ -	

Department Head Approval: 

Date Approved by Committee of Jurisdiction: 6-20-23

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

Date Approved by Finance Committee: 06-21-23

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 6, 2023  
 Department: Health  
 Amount: \$80,093.00  
 Budget Year Amended: 2023

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

Received a new Grant for 2023, Reducing Overdose through Community Approaches (ROCA).  
Also received an increase for DOT for 2023.

**Revenue Budget Lines Amended:**

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
24110000	435524		ROCA Grant	\$ -	\$ 79,093.00	\$ 79,093.00
24110000	432205		DOT Health Program	\$ 3,500.00	\$ 1,000.00	\$ 4,500.00
						\$ -
						\$ -
Total Adjustment					\$ 80,093.00	

**Expenditure Budget Lines Amended:**

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
24110000	511000		Salaries	\$ 763,343.00	\$ 37,394.00	\$ 800,737.00
24110000	515005		Retirement	\$ 41,705.00	\$ 3,723.00	\$ 45,428.00
24110000	515010		Social Security	\$ 47,332.00	\$ 3,571.00	\$ 50,903.00
24110000	515015		Medicare	\$ 11,075.00	\$ 1,368.00	\$ 12,443.00
24110000	515020		Health Insurance	\$ 118,671.00	\$ 3,200.00	\$ 121,871.00
24110000	515025		Dental Insurance	\$ 4,383.00	\$ 2,600.00	\$ 6,983.00
24110000	515030		Life Insurance	\$ 171.00	\$ 210.00	\$ 381.00
24110000	515040		Work Comp	\$ 3,575.00	\$ 300.00	\$ 3,875.00
24110000	533200		Mileage	\$ 10,000.00	\$ 577.00	\$ 10,577.00
24110000	531060		Printing	\$ 150.00	\$ 25.00	\$ 175.00
24110000	521340		Contracted Services	\$ 5,684.00	\$ 18,335.00	\$ 24,019.00
24110000	533010		Conference/Seminars	\$ 1,000.00	\$ 600.00	\$ 1,600.00
24110000	534050		Block Grant Supplies	\$ 59,424.00	\$ 8,190.00	\$ 67,614.00
Total Adjustment					\$ 80,093.00	

Department Head Approval:

*Liffany E. Miles*

Date Approved by Committee of Jurisdiction:

*Joey Estelone 06/06/23*

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

# MONROE COUNTY

## Notice of Budgetary Adjustment

### Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: June 6, 2023  
 Department: WIC  
 Amount: \$45,848.00  
 Budget Year Amended: 2023

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

DHS released actual grant funding for 2023. Updated anticipated expenses from work completed thus far this year.

**Revenue Budget Lines Amended:**

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
24120000	435500		WIC CARS	\$ 167,746.00	\$ 26,974.00	\$ 194,720.00
24120000	435500		WIC Peer Counseling	\$ -	\$ 15,540.00	\$ 15,540.00
24120000	435500		WIC Farmers Market	\$ -	\$ 2,575.00	\$ 2,575.00
24120000	435505		Interpreter	\$ -	\$ 300.00	\$ 300.00
24120000	435555		WIC Fit Families	\$ 11,365.00	\$ 459.00	\$ 11,824.00
Total Adjustment					\$ 45,848.00	

**Expenditure Budget Lines Amended:**

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
24120000	511000		Salary	\$ 154,844.00	\$ 25,973.00	\$ 180,817.00
24120000	515005		Retirement	\$ 10,001.00	\$ 2,835.00	\$ 12,836.00
24120000	515010		Social Security	\$ 9,603.00	\$ 1,723.00	\$ 11,326.00
24120000	515015		Medicare	\$ 2,248.00	\$ 217.00	\$ 2,465.00
24120000	515020		Health Insurance	\$ 23,942.00	\$ 9,015.00	\$ 32,957.00
24120000	515025		Dental Insurance	\$ 855.00	\$ 1,050.00	\$ 1,905.00
24120000	515030		Life Insurance	\$ 54.00	\$ 120.00	\$ 174.00
24120000	515040		Work Comp	\$ 178.00	\$ 250.00	\$ 428.00
24120000	522025		Telephone	\$ 470.00	\$ 1,494.00	\$ 1,964.00
24120000	523600		Equipment	\$ 781.00	\$ 2,171.00	\$ 2,952.00
24120000	531000		Office Supplies	\$ 715.00	\$ 1,000.00	\$ 1,715.00
Total Adjustment					\$ 45,848.00	

Department Head Approval: \_\_\_\_\_

Date Approved by Committee of Jurisdiction: Joey Estaline 06/06/23

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

Date Approved by Finance Committee: 06-21-23



# Notice of Re-Purpose of Funds

## MONROE COUNTY

### *Unanticipated Change of What Funds Were Budgeted For*

Date: 6/5/2023  
 Department: SHERIFF  
 Amount: \$ 132,600.00  
 Budget Year Amended: 2023

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

Three pursuit rated SUVs were budgeted for in 2022 and were not able to be purchased in 2022 due to the unavailability of vehicles.  
Request is for authorization to using funds in the 2023 non-lapsing vehicle account to purchase the vehicles.

**Original Budgeted Line's Purpose:**

Org	Object	Project	Account Name	Original Purpose	New Purpose	Amount to Re-Purpose
17100169	581100		NON-LAPSING VEHICLES	PURCHASE 3 PATROL SUVS 2022	PURCHASE 3VPATROL SUVS 2023	\$ 132,600.00
Total Adjustment						\$ 132,600.00

Department Head Approval:



Date Approved by Committee of Jurisdiction:

Adam Balz 6/8/23

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

Date Approved by Finance Committee:

06-21-23

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: 6/5/2023  
 Department: SHERIFF  
 Amount: \$ 40,503.50  
 Budget Year Amended: 2023

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

Sheriff's Office ordered an SUV for Patrol Captain and then got an opportunity to purchase a used SUV for Patrol Captain. Ordered SUV is anticipated to be available Fall of 2023. Sheriff will need new SUV is 2024. Requesting authorization to purchase the ordered SUV in 2023 since it is available now. Funds are available in Non-Lapsing Vehicle Account.

**Original Budgeted Line's Purpose:**

Org	Object	Project	Account Name	Original Purpose	New Purpose	Amount to Re-Purpose
17100169	581100		NON-LAPSING VEHICLES	PURCHASE SHERIFF SUV IN 2024	PURCHASE SHERIFF SUV IN 2023	\$ 40,503.50
Total Adjustment						\$ 40,503.50

Department Head Approval:



Date Approved by Committee of Jurisdiction:

Adam Balz 6/8/23

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

Date Approved by Finance Committee:

do-21-23

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: 6/20/2023  
 Department: Highway  
 Amount: \$2,420.00  
 Budget Year Amended: 2023

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

Final purchase price of a replacement Tractor/Loader/Backhoe and Hydraulic Hammer exceeded the estimated budget line by \$2420.00.

---



---



---

**Original Budgeted Line's Purpose:**

Org	Object	Project	Account Name	Original Purpose	New Purpose	Amount to Re-Purpose
73310281	581000		Acq. Capital Equipment - Highway	Acq. Capital Equipment - Highway Backhoe	Acq. Capital Equipment - Highway Backhoe Accessory	\$2,420.00
Total Adjustment						\$ 2,420.00

Department Head Approval:



Date Approved by Committee of Jurisdiction:

June 20, 2023

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

Date Approved by Finance Committee:

06-21-23

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:

\_\_\_\_\_

**TREASURER'S REPORT**  
**For the period of May 1, 2023 to May 31, 2023**  
**Debbie Carney, County Treasurer**

<b>RECEIPTS &amp; DISBURSEMENTS</b>	
<b>Receipts for Current Month:</b>	<b>\$ 5,781,440.23</b>
<b>Wires &amp; Disbursements for Current Month:</b>	<b>\$ 5,855,408.13</b>

<b>INVESTMENTS - GENERAL FUND</b>				
Bank	ACCOUNT NUMBER	BALANCE	DUE DATES	INTEREST RATE
State Bank		\$ 3,937,945.34	none	5.00%
State Investment Pool		\$ 6,191,722.21	none	5.01%
Bank First Checking		\$ 504.03	none	0.00%
Bank First MM		\$ 249,007.89	none	4.32%
Citizens First Bank MM		\$ 5,505,231.27	none	
River Bank MM		\$ 8,777,083.53	none	4.13%
<b>TOTAL GENERAL FUND INVESTMENTS</b>		<b>\$ 24,661,494.27</b>		

<b>GENERAL FUND BALANCES</b>	
Month End Balance	\$ -
Outstanding Checks	\$ (494,373.10)
Outstanding Deposits	\$ 52,566.10
General Fund Investments	\$ 24,661,494.27
<b>Totals</b>	<b>\$ 24,219,687.27</b>

<b>TOTAL GENERAL FUND AS OF MAY 2022</b>	<b>\$ 27,730,766.13</b>
General fund is down from a year ago:	<b>\$ (3,511,078.86)</b>

<b>DELINQUENT TAXES</b>	
Delinquent Taxes in May 2023 were:	\$ 809,824.00
Delinquent Taxes in May 2022 were:	\$ 725,094.55
<b>Delinquent Taxes are up from one year ago:</b>	<b>\$ 84,729.45</b>

<b>SALES &amp; USE TAX</b>	
Sales tax received May 2023	\$ 1,914,064.24
Sales tax is for the months of Nov 2022 thru Mar 2023	
Sales tax received May 2022	\$ 1,721,777.23
Sales tax is for the months of Nov 2021 thru Mar 2022	
<b>SALES TAX IS UP FROM ONE YEAR AGO:</b>	<b>\$ 192,287.01</b>

**TREASURER'S REPORT**  
**For the period of April 1, 2023 to April 30, 2023**  
**Debbie Carney, County Treasurer**

<b>RECEIPTS &amp; DISBURSEMENTS</b>	
<b>Receipts for Current Month:</b>	<b>\$ 9,613,472.81</b>
<b>Wires &amp; Disbursements for Current Month:</b>	<b>\$ 9,055,118.34</b>

<b>INVESTMENTS - GENERAL FUND</b>				
Bank	ACCOUNT NUMBER	BALANCE	DUE DATES	INTEREST RATE
State Bank		\$ 5,348,519.72	none	4.82%
State Investment Pool		\$ 6,165,477.46	none	4.80%
Bank First Checking		\$ 504.03	none	0.00%
Bank First MM		\$ 248,056.98	none	4.17%
Citizens First Bank MM		\$ 5,494,346.19	none	
River Bank MM		\$ 8,746,996.26	none	4.13%
<b>TOTAL GENERAL FUND INVESTMENTS</b>		<b>\$ 26,003,900.64</b>		

<b>GENERAL FUND BALANCES</b>	
Month End Balance	\$ -
Outstanding Checks	\$ (446,477.36)
Outstanding Deposits	\$ 78,638.26
General Fund Investments	\$ 26,003,900.64
<b>Totals</b>	<b>\$ 25,636,061.54</b>

<b>TOTAL GENERAL FUND AS OF APRIL 2022</b>	<b>\$ 27,823,058.61</b>
General fund is down from a year ago:	<b>\$ (2,186,997.07)</b>

<b>DELINQUENT TAXES</b>	
Delinquent Taxes in April 2023 were:	\$ 845,203.66
Delinquent Taxes in April 2022 were:	\$ 769,442.30
<b>Delinquent Taxes are up from one year ago:</b>	<b>\$ 75,761.36</b>

<b>SALES &amp; USE TAX</b>	
Sales tax received April 2023	\$ 1,513,418.91
Sales tax is for the months of Nov 2022 thru Feb 2023	
Sales tax received April 2022	\$ 1,390,038.42
Sales tax is for the months of Nov 2021 thru Feb 2022	
<b>SALES TAX IS UP FROM ONE YEAR AGO:</b>	<b>\$ 123,380.49</b>

**TREASURER'S REPORT**  
**For the period of May 1, 2023 to May 31, 2023**  
**Debbie Carney, County Treasurer**

<b>INVESTMENTS</b>				
<b>BANK</b>	<b>ACCOUNT NUMBER</b>	<b>BALANCE</b>	<b>DUE DATES</b>	<b>INTEREST RATE</b>
<b>History Room</b>				
State Bank-History Room MMI		\$ 80,040.91	None	5.00%
State Bank-History Room MMII		\$ 13,475.94	None	5.00%
Monroe Co Local History Room Endowment #3 Fidelity Investments		\$ 1,904,770.96	None	
State Bank-Wegner Grotto Trust		\$ 253,415.60	None	5.00%
Wegner Grotto Endowment-Raymond James		\$ 388,190.09	None	
<b>Haney Fund</b>				
State Bank of Sparta MM		\$ 1,019.41	None	5.00%
<b>Transportation - ADRC</b>				
State Bank-ADRC Transportation		\$ 52,841.56	None	5.00%
<b>Jail Assessment</b>				
Bank First MM		\$ 295,629.18	None	4.32%
<b>Monroe County Land Information Board</b>				
Bank First MM		\$ 90,177.75	None	4.32%
<b>Solid Waste Management</b>				
State Bank - Ridgerview II-Closure Escrow		\$ 212,582.61	7/27/2023	3.77796%
		\$ 216,617.41	11/30/2023	3.72978%
		\$ 227,241.32	11/30/2023	3.72978%
		\$ 214,505.65	11/30/2023	3.72978%
		\$ 212,160.28	11/30/2023	3.72978%
		\$ 253,916.34	6/22/2023	3.72978%
		\$ 821,412.15	8/3/2023	3.82606%
State Bank - Facility Reserve-MM		\$ 3,520.56	None	5.00%
<b>Section 125 Plan</b>				
State Bank of Sparta		\$ 28,880.48	None	5.00%
<b>Worker's Comp</b>				
State Bank of Sparta		\$ 2,321,865.39	None	5.00%
<b>Self Funded - Employee Insurance</b>				
State Bank of Sparta		\$ 775,463.17	None	5.00%
<b>American Rescue Plan</b>				
State Bank of Sparta		\$ 3,941,270.65	None	5.00%
<b>Highway Bonds</b>				
River Bank MM		\$ 5,012,346.75	None	4.13%
<b>Opioid Funds</b>				
River Bank MM		\$ 316,121.94	None	4.13%
<b>TOTAL OF RESTRICTED FUNDS-NOT IN GENERAL FUND:</b>		<b>\$ 17,321,344.16</b>		

**TREASURER'S REPORT**  
For the period of April 1, 2023 to April 30, 2023  
Debbie Carney, County Treasurer

<b>INVESTMENTS</b>				
<b>BANK</b>	<b>ACCOUNT NUMBER</b>	<b>BALANCE</b>	<b>DUE DATES</b>	<b>INTEREST RATE</b>
<b>History Room</b>				
State Bank-History Room MMI		\$ 82,859.04	None	4.82%
State Bank-History Room MMII		\$ 13,269.14	None	4.82%
Monroe Co Local History Room Endowment #3 Fidelity Investments		\$ 1,991,041.27	None	
State Bank-Wegner Grotto Trust		\$ 252,344.00	None	4.82%
Wegner Grotto Endowment-Raymond James		\$ 395,428.17	None	
<b>Haney Fund</b>				
State Bank of Sparta MM		\$ 1,015.10	None	4.82%
<b>Transportation - ADRC</b>				
State Bank-ADRC Transportation		\$ 52,618.11	None	4.82%
<b>Jail Assessment</b>				
Bank First MM		\$ 307,850.97	None	4.17%
<b>Monroe County Land Information Board</b>				
Bank First MM		\$ 86,578.78	None	4.16%
<b>Solid Waste Management</b>				
State Bank - Ridgeview II-Closure Escrow		\$ 211,901.62	7/27/2023	3.77796%
		\$ 215,932.34	11/30/2023	3.72978%
		\$ 226,522.65	11/30/2023	3.72978%
		\$ 213,827.26	11/30/2023	3.72978%
		\$ 211,489.31	11/30/2023	3.72978%
		\$ 253,113.31	6/22/2023	3.72978%
		\$ 818,747.41	8/3/2023	3.82606%
State Bank - Facility Reserve-MM		\$ 133,204.21	None	4.82%
<b>Section 125 Plan</b>				
State Bank of Sparta		\$ 31,037.35	None	4.82%
<b>Worker's Comp</b>				
State Bank of Sparta		\$ 2,307,259.89	None	4.82%
<b>Self Funded - Employee Insurance</b>				
State Bank of Sparta		\$ 675,411.88	None	4.82%
<b>American Rescue Plan</b>				
State Bank of Sparta		\$ 4,566,399.81	None	4.82%
<b>Highway Bonds</b>				
River Bank MM		\$ 4,995,164.75	None	4.13%
<b>Opioid Funds</b>				
River Bank MM		\$ 315,038.29	None	4.13%
<b>TOTAL OF RESTRICTED FUNDS-NOT IN GENERAL FUND:</b>		<b>\$ 18,043,016.37</b>		

## 2023 MONTHLY GENERAL INFORMATION

MONTH	GENERAL FUND	SALES TAX	DELINQUENT TAXES
January	\$ 27,266,157.04	\$ 355,008.26 Sales Tax for Nov. 2022	\$ 958,148.96 *
February	\$ 26,745,781.52	\$ 503,856.13 Sales for Tax Dec. 2022	\$ 940,526.64 *
March	\$ 25,961,795.68	\$ 328,012.80 Sales for Tax Jan. 2023	\$ 885,826.83 *
April	\$ 25,636,061.54	\$ 326,541.72 Sales Tax for Feb. 2023	\$ 845,203.66 *
May	\$ 24,219,687.27	\$ 400,645.33 Sales Tax for Mar. 2023	\$ 809,824.00 *
June		Sales Tax for April 2023	*
July		Sales Tax for May 2023	*
August		Sales Tax for June 2023	NOW INCLUDES ALL YEARS DELINQUENT TAXES
September		Sales Tax for July 2023	
October		Sales Tax for Aug. 2023	
November		Sales Tax for Sept. 2023	
December		Sales Tax for Oct. 2023	

**\$ 1,914,064.24 ← Sales Tax Received in 2023**

\*THESE DELINQUENT TAX AMOUNTS DO NOT INCLUDE THE TAX YEAR 2022



## 2022 MONTHLY GENERAL INFORMATION

MONTH	GENERAL FUND	SALES TAX	DELINQUENT TAXES
January	\$ 25,792,909.82	\$ 326,204.52 Sales Tax for Nov. 2021	\$ 856,763.80 *
February	\$ 27,019,204.85	\$ 420,814.34 Sales for Tax Dec. 2021	\$ 841,523.50 *
March	\$ 28,110,984.03	\$ 289,326.42 Sales for Tax Jan. 2022	\$ 795,327.02 *
April	\$ 27,823,058.91	\$ 353,693.14 Sales Tax for Feb. 2022	\$ 769,442.30 *
May	\$ 27,730,766.13	\$ 331,738.81 Sales Tax for Mar. 2022	\$ 725,094.55 *
June	\$ 27,247,179.31	\$ 441,458.42 Sales Tax for April 2022	\$ 686,167.88 *
July	\$ 34,729,258.10	\$ 392,116.61 Sales Tax for May 2022	\$ 663,058.00 *
August	\$ 26,003,510.31	\$ 432,566.69 Sales Tax for June 2022	\$ 1,615,881.19
September	\$ 23,267,960.04	\$ 429,806.34 Sales Tax for July 2022	\$ 1,335,157.91
October	\$ 23,141,098.36	\$ 444,645.03 Sales Tax for Aug. 2022	\$ 1,195,438.03
November	\$ 23,676,066.42	\$ 455,697.66 Sales Tax for Sept. 2022	\$ 1,107,824.37
December	\$ 21,368,233.83	\$ 460,092.05 Sales Tax for Oct. 2022	\$ 987,485.38

NOW INCLUDES  
ALL YEARS  
DELINQUENT  
TAXES

**\$ 4,778,160.03 ← Sales Tax Received in 2022**

## FINANCIAL DATA THROUGH MAY 31, 2023

Account Type

Revenue

Account Type	2022		2022 Actual to	2023		2023 Actual to
	Total Annual Budget	Month Actual	Annual Budget %	Total Annual Budget	Month Actual	Annual Budget %
<b>100 - GENERAL FUND</b>						
0000 - UNDEFINED	8,784	0	0.00%	9,425	0	100.00%
1000 - GENERAL GOVERNMENT	26,393,781	9,470,127	35.88%	23,053,866	9,739,815	42.25%
1110 - COUNTY BOARD	0	0		0	0	0.00%
1121 - CIRCUIT COURT	264,157	89,485	33.88%	248,225	85,849	34.59%
1122 - CLERK OF COURT	577,250	212,561	36.82%	569,210	227,748	40.01%
1124 - FAMILY COURT COMMISSIONER	5,180	1,860	35.91%	5,020	1,580	31.47%
1127 - MEDICAL EXAMINER	43,300	16,400	37.88%	44,905	18,850	41.98%
1131 - DISTRICT ATTORNEY	78,711	10,479	13.31%	79,171	8,687	10.97%
1132 - CORPORATION COUNSEL	0	0	100.00%	0	0	100.00%
1141 - ADMINISTRATOR	0	0	100.00%	0	0	100.00%
1142 - COUNTY CLERK	23,310	15,327	65.75%	23,005	13,400	58.25%
1143 - PERSONNEL	0	0	100.00%	0	0	100.00%
1151 - FINANCE DEPARTMENT	729,697	237,305	32.52%	796,643	263,267	33.05%
1152 - TREASURER	13,000	1,263	9.72%	12,000	3,448	28.73%
1160 - MAINTENANCE	1	0	0.00%	1	1	100.00%
1171 - REGISTER OF DEEDS	411,814	161,250	39.16%	384,647	115,843	30.12%
1172 - SURVEYOR	2,300	750	32.61%	1,890	420	22.22%
1175 - LAND RECORDS	227,031	100,328	44.19%	178,127	120,692	67.76%
1210 - SHERIFF DEPARTMENT	126,600	43,971	34.73%	125,643	115,066	91.58%
1270 - JAIL	132,933	33,978	25.56%	99,305	57,110	57.51%
1290 - EMERGENCY MANAGEMENT	82,938	13,221	-15.94%	82,938	0	0.00%
1293 - DISPATCH CENTER	0	0	100.00%	41,640	0	100.00%
1295 - JUSTICE DEPARTMENT	457,045	88,027	19.26%	457,273	104,091	22.76%
1368 - SANITATION	139,500	27,580	19.77%	139,500	34,370	24.64%
1419 - DOG CONTROL	157,622	97,679	61.97%	157,551	118,804	75.41%
1470 - VETERANS SERVICE	12,650	12,650	100.00%	30,278	30,278	100.00%
1512 - LOCAL HISTORY ROOM	84,128	15,252	18.13%	84,970	12,496	14.71%
1520 - PARKS	213,970	78,156	36.53%	230,890	83,497	36.16%
1530 - SNOWMOBILE	238,915	231,467	96.88%	481,300	46,305	9.62%
1560 - UW-EXTENSION	22,206	13,142	59.18%	3,075	2,627	85.45%
1614 - CONSERV RESERVE ENHANCE PROGR	0	0	100.00%	0	0	100.00%
1670 - ECON DEV COMMERCE & TOURISM	11,956	0	100.00%	0	0	100.00%
1691 - FORESTRY	476,403	141,099	29.62%	172,100	90,532	52.60%
1694 - LAND CONSERVATION	540,980	40,456	7.48%	442,930	38,660	8.73%
1698 - ZONING	30,600	8,728	28.52%	39,824	18,530	46.53%
1700 - CAPITAL OUTLAY	113,155	52,500	46.40%	169,800	0	0.00%
<b>100 - GENERAL FUND Total</b>	<b>31,619,916</b>	<b>11,188,600</b>	<b>35.38%</b>	<b>28,165,152</b>	<b>11,351,966</b>	<b>40.31%</b>
<b>213 - CHILD SUPPORT</b>	<b>653,435</b>	<b>169,268</b>	<b>25.90%</b>	<b>680,380</b>	<b>156,649</b>	<b>23.02%</b>
<b>241 - HEALTH DEPARTMENT</b>	<b>1,412,416</b>	<b>603,490</b>	<b>42.73%</b>	<b>1,363,049</b>	<b>599,717</b>	<b>44.00%</b>
<b>249 - HUMAN SERVICES</b>	<b>17,103,337</b>	<b>5,908,822</b>	<b>34.55%</b>	<b>16,022,961</b>	<b>5,835,708</b>	<b>36.42%</b>
<b>310 - DEBT SERVICE</b>	<b>7,012,646</b>	<b>32,270</b>	<b>0.46%</b>	<b>2,473,371</b>	<b>2,287,417</b>	<b>92.48%</b>
<b>410 - CAPITAL PROJECTS</b>	<b>0</b>	<b>0</b>	<b>100.00%</b>	<b>0</b>	<b>0</b>	<b>100.00%</b>
<b>633 - SOLID WASTE</b>	<b>2,828,294</b>	<b>557,190</b>	<b>19.70%</b>	<b>3,571,883</b>	<b>458,719</b>	<b>12.84%</b>
<b>642 - ROLLING HILLS</b>	<b>21,791,456</b>	<b>5,432,261</b>	<b>24.93%</b>	<b>10,000,467</b>	<b>3,359,758</b>	<b>33.60%</b>
<b>714 - INFORMATION SYSTEMS</b>	<b>1,314,689</b>	<b>1,254,915</b>	<b>95.45%</b>	<b>1,418,723</b>	<b>1,346,322</b>	<b>94.90%</b>
<b>715 - INFORMATION TECHNOLOGY POOL</b>	<b>630,401</b>	<b>63,174</b>	<b>10.02%</b>	<b>697,726</b>	<b>81,658</b>	<b>11.70%</b>
<b>717 - SELF FUNDED EMPLOYEE INSURANCE</b>	<b>5,910,734</b>	<b>2,748,466</b>	<b>46.50%</b>	<b>6,146,038</b>	<b>3,100,825</b>	<b>50.45%</b>
<b>719 - WORKERS COMPENSATION</b>	<b>333,820</b>	<b>68,871</b>	<b>20.63%</b>	<b>345,320</b>	<b>109,359</b>	<b>31.67%</b>
<b>732 - HIGHWAY</b>	<b>20,181,831</b>	<b>11,854,154</b>	<b>58.74%</b>	<b>20,857,740</b>	<b>7,403,698</b>	<b>35.50%</b>
<b>820 - JAIL ASSESSMENT</b>	<b>140,000</b>	<b>29,201</b>	<b>20.86%</b>	<b>80,000</b>	<b>30,058</b>	<b>37.57%</b>
<b>830 - LOCAL HISTORY ROOM</b>	<b>84,128</b>	<b>94,868</b>	<b>-112.77%</b>	<b>84,970</b>	<b>71,882</b>	<b>84.60%</b>
<b>856 - M.M. HANEY TRUST</b>	<b>0</b>	<b>3</b>	<b>100.00%</b>	<b>0</b>	<b>1</b>	<b>100.00%</b>
<b>Grand Total</b>	<b>111,017,103</b>	<b>39,815,816</b>	<b>35.86%</b>	<b>91,907,780</b>	<b>36,193,737</b>	<b>39.38%</b>

This is 5 out of 12 months

These Revenue numbers include the tax appropriations for 2023

41.67%

**FINANCIAL DATA THROUGH MAY 31, 2023**

Account Type	Expense			2023		
	2022 Total Annual Budget	2022 Month Actual	2022 Actual to Annual Budget %	2023 Total Annual Budget	2023 Month Actual	2023 Actual to Annual Budget %
<b>100 - GENERAL FUND</b>						
0000 - UNDEFINED	2,943,749	2,437,852	82.81%	20,000	0	100.00%
1000 - GENERAL GOVERNMENT	3,687,957	0	0.00%	2,129,675	0	0.00%
1110 - COUNTY BOARD	119,729	35,308	29.49%	123,555	38,551	31.20%
1121 - CIRCUIT COURT	678,997	204,824	30.17%	677,470	216,039	31.89%
1122 - CLERK OF COURT	838,209	229,737	27.41%	881,629	270,332	30.66%
1124 - FAMILY COURT COMMISSIONER	40,800	13,600	33.33%	40,800	13,600	33.33%
1127 - MEDICAL EXAMINER	245,951	55,441	22.54%	278,815	81,167	29.11%
1131 - DISTRICT ATTORNEY	729,014	255,213	35.01%	758,760	257,780	33.97%
1132 - CORPORATION COUNSEL	310,600	81,846	26.35%	339,538	110,113	32.43%
1141 - ADMINISTRATOR	246,205	78,457	31.87%	243,325	87,175	35.83%
1142 - COUNTY CLERK	349,631	115,073	32.91%	301,473	149,390	49.55%
1143 - PERSONNEL	448,182	148,964	33.24%	398,209	116,725	29.31%
1151 - FINANCE DEPARTMENT	1,174,119	391,858	33.37%	1,284,721	447,809	34.86%
1152 - TREASURER	331,375	97,798	29.51%	363,076	120,515	33.19%
1160 - MAINTENANCE	1,008,280	305,081	30.26%	1,053,826	442,004	41.94%
1171 - REGISTER OF DEEDS	324,166	95,822	29.56%	317,601	90,497	28.49%
1172 - SURVEYOR	27,556	13,735	49.84%	27,781	14,855	53.47%
1175 - LAND RECORDS	229,953	62,697	27.26%	182,851	65,721	35.94%
1190 - CNTY INS./MRRPC/SMRT/FARM ED	524,767	386,522	73.66%	566,630	442,692	78.13%
1210 - SHERIFF DEPARTMENT	3,522,140	1,164,165	33.05%	3,560,657	1,313,038	36.88%
1270 - JAIL	3,188,447	1,036,994	32.52%	3,292,820	1,125,068	34.17%
1290 - EMERGENCY MANAGEMENT	175,113	64,337	36.74%	152,816	53,987	35.33%
1293 - DISPATCH CENTER	1,297,050	458,296	35.33%	1,404,496	512,230	36.47%
1295 - JUSTICE DEPARTMENT	1,122,058	321,269	28.63%	1,213,022	410,112	33.81%
1368 - SANITATION	204,321	53,330	26.10%	263,120	61,560	23.40%
1419 - DOG CONTROL	267,483	64,308	24.04%	286,046	73,587	25.73%
1470 - VETERANS SERVICE	205,633	52,981	25.76%	234,098	77,187	32.97%
1511 - LIBRARY	388,328	388,328	100.00%	459,426	459,426	100.00%
1512 - LOCAL HISTORY ROOM	226,573	63,153	27.87%	246,708	72,733	29.48%
1520 - PARKS	148,852	32,741	22.00%	222,974	53,240	23.88%
1530 - SNOWMOBILE	238,915	0	0.00%	481,300	40,000	8.31%
1560 - UW-EXTENSION	232,598	33,000	14.19%	168,519	25,020	14.85%
1614 - CONSERV RESERVE ENHANCE PROGR	21,347	0	0.00%	21,420	1,446	100.00%
1670 - ECON DEV COMMERCE & TOURISM	1,810,183	12,643	0.70%	1,749,683	1,697,924	97.04%
1691 - FORESTRY	237,513	65,514	27.58%	183,422	72,541	39.55%
1694 - LAND CONSERVATION	1,347,753	210,714	15.63%	1,281,351	197,824	15.44%
1698 - ZONING	124,977	43,875	35.11%	156,600	50,565	32.29%
1700 - CAPITAL OUTLAY	2,601,392	281,481	10.82%	2,796,941	938,576	33.56%
<b>100 - GENERAL FUND Total</b>	<b>31,619,916</b>	<b>9,356,957</b>	<b>29.59%</b>	<b>28,165,152</b>	<b>10,201,027</b>	<b>36.22%</b>
213 - CHILD SUPPORT	653,435	251,641	38.51%	680,380	245,562	36.09%
241 - HEALTH DEPARTMENT	1,412,416	422,683	29.93%	1,363,049	430,450	31.58%
249 - HUMAN SERVICES	17,103,337	4,591,104	26.84%	16,022,961	5,662,262	35.34%
310 - DEBT SERVICE	7,012,646	6,861,814	97.85%	2,473,371	2,344,604	94.79%
410 - CAPITAL PROJECTS	0	0	100.00%	0	0	100.00%
633 - SOLID WASTE	2,828,294	405,766	14.35%	3,571,883	603,937	16.91%
642 - ROLLING HILLS	21,791,456	10,509,407	48.23%	10,000,467	3,838,721	38.39%
714 - INFORMATION SYSTEMS	1,314,689	488,396	37.15%	1,428,148	409,213	28.65%
715 - INFORMATION TECHNOLOGY POOL	630,401	5,341	0.85%	688,301	38,287	5.56%
717 - SELF FUNDED EMPLOYEE INSURANCE	5,910,734	1,624,480	27.48%	6,146,038	1,821,687	29.64%
719 - WORKERS COMPENSATION	333,820	174,412	52.25%	345,320	147,401	42.69%
732 - HIGHWAY	20,181,831	2,293,223	11.36%	20,857,740	3,738,758	17.93%
820 - JAIL ASSESSMENT	140,000	38,466	27.48%	80,000	42,599	53.25%
830 - LOCAL HISTORY ROOM	84,128	15,252	18.13%	84,970	12,496	14.71%
<b>Grand Total</b>	<b>111,017,103</b>	<b>37,038,945</b>	<b>33.36%</b>	<b>91,907,780</b>	<b>29,537,005</b>	<b>32.14%</b>

## FINANCIAL DATA THROUGH MAY 31, 2023

Account Type

### Salary & Fringe Expense

	2022			2023		
	Total Annual Budget	Month Actual	2022 Actual to Annual Budget %	Total Annual Budget	Month Actual	2023 Actual to Annual Budget %
100 - GENERAL FUND						
1110 - COUNTY BOARD	76,220	18,177	23.85%	80,782	19,635	24.31%
1121 - CIRCUIT COURT	365,790	130,817	35.76%	394,328	146,522	37.16%
1122 - CLERK OF COURT	582,090	194,150	33.35%	637,543	220,420	34.57%
1127 - MEDICAL EXAMINER	159,541	43,195	27.07%	179,594	63,622	35.43%
1131 - DISTRICT ATTORNEY	701,863	242,638	34.57%	731,039	250,993	34.33%
1132 - CORPORATION COUNSEL	302,934	80,140	26.45%	328,440	106,120	32.31%
1141 - ADMINISTRATOR	237,335	75,401	31.77%	233,305	84,603	36.26%
1142 - COUNTY CLERK	206,652	74,072	35.84%	220,705	82,537	37.40%
1143 - PERSONNEL	223,278	78,703	35.25%	244,721	89,076	36.40%
1151 - FINANCE DEPARTMENT	1,122,086	377,529	33.65%	1,214,820	419,887	34.56%
1152 - TREASURER	265,564	92,697	34.91%	293,986	114,043	38.79%
1160 - MAINTENANCE	369,943	126,092	34.08%	393,207	142,376	36.21%
1171 - REGISTER OF DEEDS	249,238	81,408	32.66%	241,543	76,072	31.49%
1175 - LAND RECORDS	78,399	27,315	34.84%	83,665	30,210	36.11%
1210 - SHERIFF DEPARTMENT	2,989,345	1,021,939	34.19%	3,130,092	1,156,247	36.94%
1270 - JAIL	2,332,546	759,815	32.57%	2,423,907	823,759	33.98%
1290 - EMERGENCY MANAGEMENT	140,984	60,097	42.63%	120,091	50,045	41.67%
1293 - DISPATCH CENTER	1,071,159	327,299	30.56%	1,175,176	387,902	33.01%
1295 - JUSTICE DEPARTMENT	761,810	227,285	29.83%	808,595	288,972	35.74%
1368 - SANITATION	142,133	49,831	35.06%	197,071	56,918	28.88%
1419 - DOG CONTROL	155,231	48,779	31.42%	178,775	61,835	34.59%
1470 - VETERANS SERVICE	186,282	45,735	24.55%	192,200	69,074	35.94%
1512 - LOCAL HISTORY ROOM	141,883	47,575	33.53%	162,035	58,782	36.28%
1520 - PARKS	88,120	24,123	27.38%	166,782	45,818	27.47%
1560 - UW-EXTENSION	158,227	18,716	11.83%	118,921	21,196	17.82%
1691 - FORESTRY	60,557	22,144	36.57%	65,936	25,411	38.54%
1694 - LAND CONSERVATION	383,185	142,356	37.15%	477,516	154,950	32.45%
1698 - ZONING	115,443	40,298	34.91%	144,886	46,410	32.03%
<b>100 - GENERAL FUND Total</b>	<b>13,667,839</b>	<b>4,478,327</b>	<b>32.77%</b>	<b>14,639,661</b>	<b>5,093,435</b>	<b>34.79%</b>
213 - CHILD SUPPORT	539,508	197,078	36.53%	620,423	226,886	36.57%
241 - HEALTH DEPARTMENT	1,262,996	393,822	31.18%	1,191,015	397,973	33.41%
249 - HUMAN SERVICES	5,888,558	1,940,288	32.95%	6,637,374	2,377,157	35.81%
633 - SOLID WASTE	159,989	57,902	36.19%	166,273	62,090	37.34%
642 - ROLLING HILLS	6,265,306	1,947,314	31.08%	6,588,341	2,157,958	32.75%
714 - INFORMATION SYSTEMS	377,067	132,120	35.04%	384,684	141,595	36.81%
732 - HIGHWAY	3,925,622	1,336,034	34.03%	3,932,716	1,531,309	38.94%
<b>Grand Total</b>	<b>32,086,885</b>	<b>10,482,885</b>	<b>32.67%</b>	<b>34,160,487</b>	<b>11,988,401</b>	<b>35.09%</b>

This is 5 out of 12 months Insurance and 10/26 Payrolls

### General Fund Balances

	<b>2020</b>		<b>2021</b>		
January	\$	22,711,767	\$	25,647,464	\$ 2,935,697
February	\$	25,386,603	\$	29,967,952	\$ 4,581,349
March	\$	25,609,602	\$	28,652,526	\$ 3,042,925
April	\$	24,778,942	\$	28,113,123	\$ 3,334,181
May	\$	24,183,414	\$	26,914,902	\$ 2,731,488
June	\$	23,314,454	\$	27,102,154	\$ 3,787,700
July	\$	34,031,682	\$	33,597,902	\$ (433,779)
August	\$	26,500,992	\$	27,826,159	\$ 1,325,167
September	\$	25,685,674	\$	26,918,527	\$ 1,232,853
October	\$	23,782,519	\$	23,420,672	\$ (361,846)
November	\$	23,908,747	\$	24,788,823	\$ 880,076
December	\$	22,768,894	\$	20,963,521	\$ (1,805,372)

	<b>2021</b>		<b>2022</b>		
January	\$	25,647,464	\$	25,792,910	\$ 145,446
February	\$	29,967,952	\$	27,019,205	\$ (2,948,747)
March	\$	28,652,526	\$	28,110,984	\$ (541,542)
April	\$	28,113,123	\$	27,823,059	\$ (290,065)
May	\$	26,914,902	\$	27,730,766	\$ 815,864
June	\$	27,102,154	\$	27,247,179	\$ 145,025
July	\$	33,597,902	\$	34,729,258	\$ 1,131,356
August	\$	27,826,159	\$	26,003,510	\$ (1,822,649)
September	\$	26,918,527	\$	23,267,960	\$ (3,650,567)
October	\$	23,420,672	\$	23,141,098	\$ (279,574)
November	\$	24,788,823	\$	23,676,066	\$ (1,112,757)
December	\$	20,963,521	\$	21,369,234	\$ 405,713

	<b>2022</b>		<b>2023</b>		
January	\$	25,792,910	\$	26,683,614	\$ 890,704
February	\$	27,019,205	\$	26,748,782	\$ (270,423)
March	\$	28,110,984	\$	25,961,796	\$ (2,149,188)
April	\$	27,823,059	\$	25,636,062	\$ (2,186,997)
May	\$	27,730,766	\$	24,219,687	\$ (3,511,079)
June	\$	27,247,179	\$	-	
July	\$	34,729,258	\$	-	
August	\$	26,003,510	\$	-	
September	\$	23,267,960	\$	-	
October	\$	23,141,098	\$	-	
November	\$	23,676,066	\$	-	
December	\$	21,369,234	\$	-	

**These numbers include the Outstanding checks, deposits, and check account balance at month-end.**

6/13/2023

Diane Erickson Monroe County Finance Director

\\MCIS-PROFSV-DC\Data\Financial\Data\Finance Report\2023\2023 General Fund Reserved-Committed-20%

## Restricted, Committed and Assigned Funds

### Restricted Funds

MM Haney Res 10000000 342100 E2050-\$1,000	\$	916.65	
Child Support - Designated Fund Balance	\$	22,816.88	
Software/computers 21300000 342100 E2200			
Redaction Fees 11715000 461390/521350	\$	14,211.55	
K-9 Donations 12116000 485000/579200	\$	3,292.85	
Dog Control 14195000 485000/579200	\$	72,716.06	
Justice Dept Donations 1295000 485000/579200	\$	339.00	
Veterans Service 14700000 485000/579200	\$	1,744.50	
Park Donations 15200000 485000/579200	\$	6,653.80	
Human Services Donations 24900500 485000/579200	\$	822.08	
Crep Program 16140000	\$	19,974.81	
Broadband Restricted Funds 16702100 485000/579100	\$	14,187.10	
Econ Dev & Tourism Funds for Project Grant 16700000 5791	\$	11,455.65	(ITBEC)
Forestry Maint. Land Acq. 16919000 580100	\$	36,057.35	
Forestry-Habelman Reforest 16919000 521700	\$	1,471.13	
Wildlife Habitat 16913000 435800/534050	\$	698.08	
Land Cons. CCTF Donations 16942200 485000/579200	\$	384.94	
Land Cons. Awards Banquet Don. 16940000 485000/579200	\$	2,953.86	
Non-lapsing Cons. Programs Account 16942000 435800/534005	\$	93,999.75	
Non-lapsing MDV(Multi-Discharge Variance) 16942100	\$	35,456.10	
Non-lapsing Land Dev.&MGMT Account 16948000 435800/534005	\$	290,000.00	

### Committed Funds

Agronomist Position 16940000 579100 LC860	\$	25,573.09	
Nonlapsing Capital Parks 17620620 582500	\$	363,214.26	Res 08-21-03, Capital Bldgs Exp Budget

### Extension

Health & Well Being Exp. 15620613 579100	\$	9,174.42	
Youth Development Agent 15620615 579100	\$	11,328.49	

### Assigned Funds

Human Services Reserve Fund 24900000 343000	\$	300,000.00	
Contingency Fund Balance 10010000 539200	\$	102,367.00	
Retirement/Fringe Pool 11435000 515200	\$	91,065.41	
Nonlapsing Capital Pool 17100169	\$	625,201.55	
Nonlapsing Capital Vehicle Pool 17100169 581100	\$	579,653.22	

**General Fund Total** **\$ 2,737,729.58**

### Proprietary & Internal Service Funds

Debt Service Fund - Resolution 06-13-02	\$	-	
Nonlapsing Technology Pool 71490000 599000	\$	650,014.05	
<b>Proprietary, Debt &amp; Internal Service Funds</b>	<b>\$</b>	<b>650,014.05</b>	

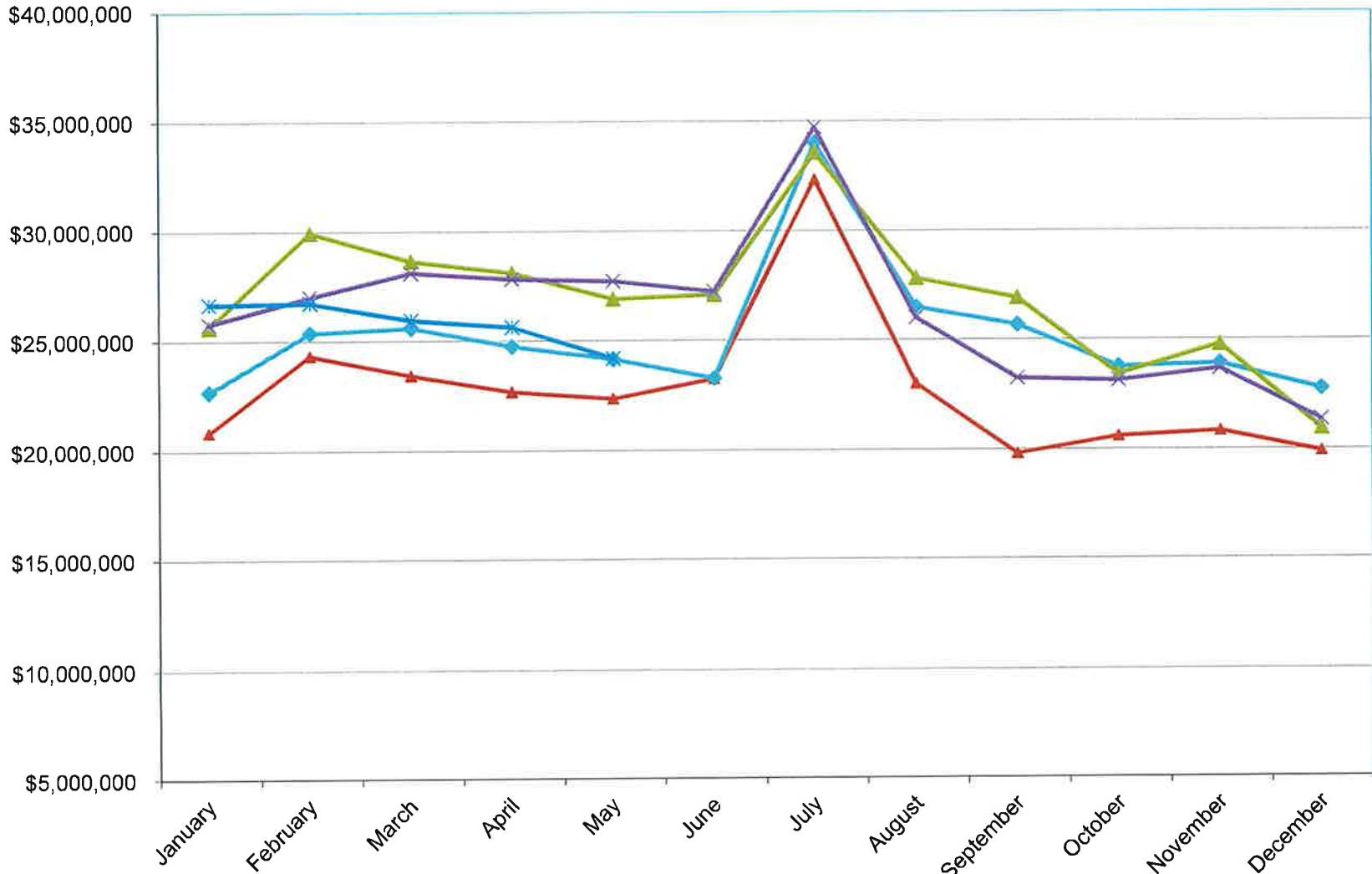
Former Treasurer to work 80 hours	1,714.00
Maintenance Truck Bid Overage	1,884.00
SW-Professional fees at Sand Creek site	20,000.00
Finance - GASB 87	1,950.00
<b>Expenses from 2023 Contingency Fund:</b>	<b>\$ 25,548.00</b>

6/13/2023

Diane Erickson Monroe County Finance Director

Balance includes outstanding deposits, outstanding checks, checking acct balance, and General MM

### County Total General Fund Cash Balance



2019 2020 2021 2022 2023

6/13/2023

Diane Erickson

Monroe County Finance Director

\\MCIS-PROFSV-DC\Data\Financial\Data\Finance Report\2023\2023 General Fund Reserved-Committed-20%

**MONROE COUNTY MINIMUM FUND BALANCE POLICY**

**May 2023**

**Fund Balance in Excess of General and Special Revenue Fund Cash Reserves**

General and Special Fund Balance MM/ICS -	\$	24,219,687.27
General Fund CD's	\$	-
<b>Total General Fund</b>	<b>\$</b>	<b>24,219,687.27</b>

**General and Special Revenue Fund Cash Balance 5/31/2023** **\$ 13,024,560.11**

General Fund Restricted Total	\$	630,152.14
General Fund Committed Total	\$	409,290.26
General Fund Assigned Total	\$	1,698,287.18
<b>General Fund Restricted, Committed and Assigned Funds Total:</b>	<b>\$</b>	<b>2,737,729.58</b>

**General Fund cash balance less Restricted, Committed and Assigned Funds:** **\$ 10,286,830.53**

Proprietary, Debt & Internal Service Funds Cash:	\$	11,195,127.16
Proprietary, Debt & Internal Service Funds Committed:	\$	650,014.05
<b>Proprietary, Debt &amp; Internal Service Funds Cash Less Committed:</b>	<b>\$</b>	<b>10,545,113.11</b>

<b>Actual 2023 total General &amp; Special revenue budgeted operating expenses</b>	\$	41,453,681.00
<b>Minimum Fund Balance %</b>	(X) 20%	
<b>Minimum Fund Balance Amount</b>	<b>\$</b>	<b>8,290,736.20</b>

**General Fund Cash Balance Over/(Under) Minimum Fund Balance Amount** **\$ 1,996,094.33**

6/13/2023

Diane Erickson Monroe County Finance Director



**RESOLUTIONS AND ORDINANCES – JUNE 28, 2023**

**06-23-01**

**RESOLUTION UNDER §59.69 WIS. STATS. TO AMEND AN ORDINANCE  
PERTAINING TO ZONING IN THE TOWN OF SPARTA**

Offered by the Sanitation, Planning & Zoning and Dog Control Committee

**06-23-02**

**RESOLUTION UNDER §59.69 WIS. STATS. TO AMEND AN ORDINANCE  
PERTAINING TO ZONING IN THE TOWN OF SPARTA**

Offered by the Sanitation, Planning & Zoning and Dog Control Committee

**06-23-03**

**RESOLUTION AUTHORIZING ONE CHILDREN'S LONG TERM SUPPORT  
(CLTS) SOCIAL WORKER POSITION IN THE MONROE COUNTY HUMAN  
SERVICES DEPARTMENT**

Offered by the Administration & Personnel Committee

**06-23-04**

**RESOLUTION AUTHORIZING FOUR COMPREHENSIVE COMMUNITY  
SERVICES (CCS) SOCIAL WORKER POSITIONS IN THE MONROE  
COUNTY HUMAN SERVICES DEPARTMENT**

Offered by the Administration & Personnel Committee

**06-23-05**

**RESOLUTION AUTHORIZING A BEHAVIORAL HEALTH SUPERVISOR  
POSITION IN THE MONROE COUNTY HUMAN SERVICES DEPARTMENT**

Offered by the Administration & Personnel Committee

**06-23-06**

**RESOLUTION DESIGNATING OFFICIAL NEWSPAPER FOR MONROE  
COUNTY**

Offered by the Administration & Personnel Committee

**06-23-07**

**RESOLUTION AMENDING MONROE COUNTY FINANCE POLICY AND  
FINANCE FORMS**

Offered by the Finance Committee

RESOLUTION NO. 06-23-01

Resolution Under § 59.69 Wis. Stats. to Amend an Ordinance  
Pertaining to Zoning in the Town of Sparta

**WHEREAS**, The Sanitation/Planning and Zoning/Dog Control Committee held a public hearing on June 19, 2023 on a petition from Bobby and Jennifer Huntington to rezone the real property described below from GA- General Agriculture to R3- Rural Residential; and

**WHEREAS**, The Town of Sparta submitted a favorable recommendation on the petition; and

**WHEREAS**, The primary reason for the rezoning is to be able to utilize reduced setbacks for location of shop and home to be built; and

**WHEREAS**, This resolution serves as written recommendation from the Sanitation/Planning and Zoning/Dog Control Committee for approval of adoption of the petition request changing county zoning as described in this resolution.

**NOW, THEREFORE, BE IT RESOLVED** the zoning of the real property described below shall now be designated as R3-Rural Residential and the official zoning map of the General Code of the County of Monroe, Wisconsin is hereby amended accordingly.

Lots 7 & 8 of 19CSM015 recorded as document #551480.

Dated this 28<sup>th</sup> day of June, 2023

Offered by the Sanitation, Planning & Zoning, Dog Control Committee

Purpose: To rezone to be able to utilize reduced setbacks for location of shop and home to be built.

Fiscal Note: None

Finance Vote (If required):  
\_\_\_ Yes \_\_\_ No \_\_\_ Absent

Committee of Jurisdiction Forwarded on: June 19, 2023  
4 Yes 0 No 1 Absent

Approved as to form on 6/21/2023  
Lisa Aldinger Hamblin  
Lisa Aldinger Hamblin Corporation Counsel

Committee Chair: Mary Lock  
[Signature] [Signature]  
[Signature]

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.

RESOLUTION NO. 06-23-02

Resolution Under § 59.69 Wis. Stats. to Amend an Ordinance  
Pertaining to Zoning in the Town of Sparta

**WHEREAS**, The Sanitation/Planning and Zoning/Dog Control Committee held a public hearing on June 19, 2023 on a petition from Adam & Shianne Hayden to rezone the real property described below from GA- General Agriculture to R3- Rural Residential; and

**WHEREAS**, The Town of Sparta submitted a favorable recommendation on the petition; and

**WHEREAS**, The primary reason for the rezoning is to comply with the Town of Sparta requirements pertaining to new parcels under three acres in size; and

**WHEREAS**, This resolution serves as written recommendation from the Sanitation/Planning and Zoning/Dog Control Committee for approval of adoption of the petition request changing county zoning as described in this resolution.

**NOW, THEREFORE, BE IT RESOLVED** the zoning of the real property described below shall now be designated as R3-Rural Residential and the official zoning map of the General Code of the County of Monroe, Wisconsin is hereby amended accordingly.

Lot 1 of 31CSM028 recorded as document #714574

Dated this 28<sup>th</sup> day of June, 2023

Offered by the Sanitation, Planning & Zoning, Dog Control Committee

Purpose: To rezone to comply with the Town of Sparta requirements pertaining to new parcels under three acres in size.

Fiscal Note: None

Finance Vote (If required):  
\_\_\_ Yes \_\_\_ No \_\_\_ Absent

Committee of Jurisdiction Forwarded on: June 19, 2023  
4 Yes 0 No 1 Absent

Approved as to form on 6/21/2023  
Lisa Aldinger Hamblin  
Lisa Aldinger Hamblin, Corporation Counsel

Committee Chair: \_\_\_\_\_  
[Signature] \_\_\_\_\_  
[Signature] \_\_\_\_\_  
Mary J. Walk

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.

# Position Requests


---

DEPARTMENT OF HUMAN SERVICES



# The Requests...

---

- 1. Authorize adding one Children's Long Term Support (CLTS) position**
  - 2. Authorize adding four Comprehensive Community Services (CCS) Social Worker positions**
  - 3. Authorize a new Behavioral Health Supervisor position**
- 



## CLTS Social Worker Position

*Understanding why an additional position is needed*

# Program Overview

## Children's Long-Term Support (CLTS)

*Provides community-based services and adaptive supports to children with developmental disabilities; severe emotional disturbances, and physical disabilities*

- Program Funding: **100% Funded** through **Medicaid Waiver Revenue** (*No County Levy*)
- Current Enrollment: **263 Children**
- Current Waiting List: **20 Children**
- Current Staffing: **8 FTE Social Worker Positions**
- Current Average Caseload: **33 cases per staff**
- Recommended Caseload: **25 – 30 cases per staff**

Data as of 5/1/2023



# Staffing and Caseload Data

## Children's Long-Term Support (CLTS)

	2019	2020	2021	2022	2023 as of 5/1
<i>Added Positions</i>	+1	+1	+1	+2	+1
<b>Total FTE Staff</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>7</b>	<b>8</b>
Program Enrollment	49	99	198	245	263
<b><i>Caseload per Staff*</i></b>	<b>16</b>	<b>25</b>	<b>40</b>	<b>35</b>	<b>33</b>

*\*Recommended maximum caseload is 25 – 30*

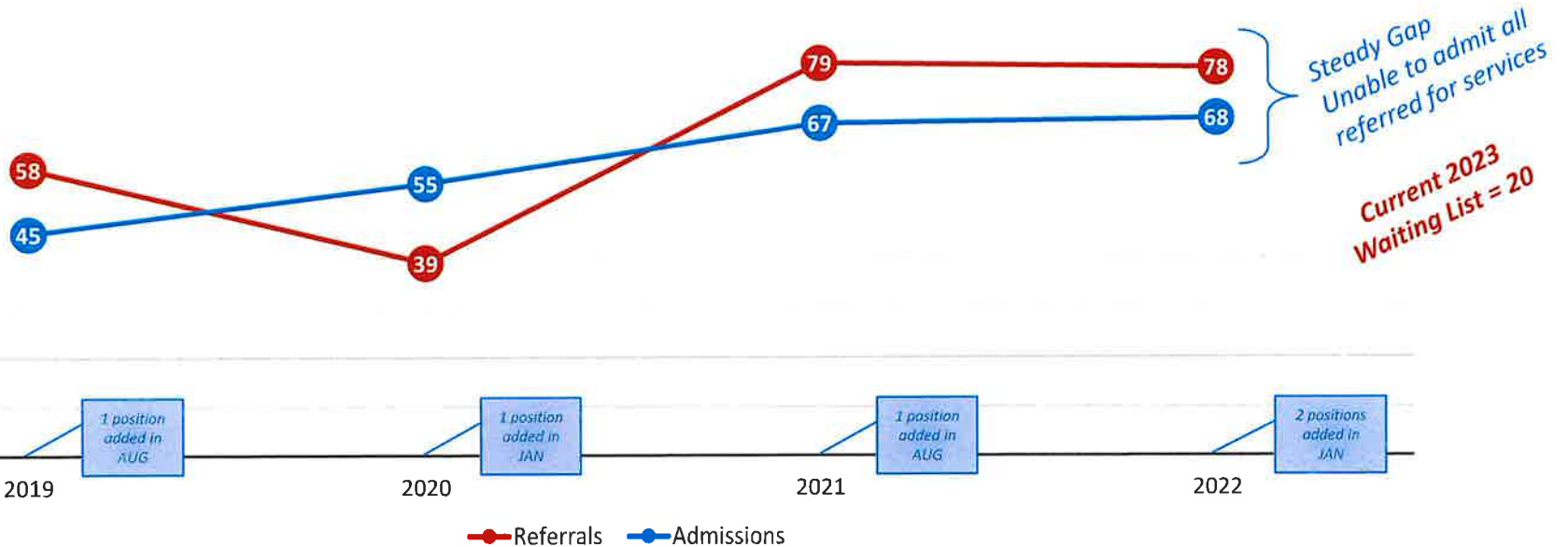
**Current 2023  
Waiting List = 20**

**NOTE:** From 2019 to 2022, CLTS succeeded in eliminating a significantly backlogged waiting list.



# CLTS admissions will not be able to keep up with referrals in the coming year

CLTS Admissions & Referrals



# FUNDING the CLTS Position

Understanding how CLTS is funded



# How the Medicaid Waiver Funding works...

The CLTS Waiver Program makes Medicaid funding available to support children and youth with disabilities who live at home or in the community.

It is called a “waiver” because the program permits certain federal Medicaid regulations to be waived, and Medicaid funding to be used, in a home and community setting rather than in an institutional setting.

Each year, the county sets a billable rate based on what we project our expenses will be and then when the year ends, we complete a reconciliation of our actual expenses and revenues. There is a Maintenance of Effort (MOE) that the county is required to contribute (\$41,106), but we are able to utilize CCOP funds so no County Levy is required.

**CLTS is 100% reimbursed** through a yearend reconciliation that covers the county’s costs that were in excess of Medicaid payments from our billable rate. The county must request an **Administrative Variance** to cover excess costs.

Reconciliation occurs immediately following the end of the year, so payment is able to be applied to the same year that expenses were incurred.

## CLTS Example

<b>If...</b>	<i>2023 CLTS Staff Salaries &amp; Benefits plus AMSO* was</i>	<b>but...</b>	<i>2023 Billable Medicaid payments received was</i>	<b>then...</b>	<i>The 2023 Administrative variance payment would be</i>
	<b>\$700,000</b>		<b>\$500,000</b>		<b>\$200,000</b>

*Fully funded in the year expenses are incurred*

*\*Administrative, Management, Support, And Overhead costs*

# CLTS Position Cost and Funding

POSITION	2023 COST		ANNUAL COST THEREAFTER	
	<i>per Position</i>	TOTAL	<i>per Position</i>	TOTAL
CLTS Social Worker (1)	\$ 38,369	\$ 38,369	\$ 86,283	\$ 86,283

The CLTS program is funded by Medicaid waiver funding.

The new position costs will be fully funded in 2023 and going forward with NO county levy.



## CCS Social Worker Position

*Understanding why four additional positions are needed*

# Program Overview

## Comprehensive Community Services (CCS)

*Provides intensive community-based treatment services and skills development training to adults and children with serious mental health and/or substance-use disorders.*

- Program Funding: **100% Funded** through **Medicaid Revenue** (No County Levy)
- Current Enrollment: **126 Adults & Children**
- Current Waiting List: **141 Adults & Children**
- Current Staffing: **9 FTE Social Worker Positions & 1.5 FTE Mental Health Professionals**
- Current Average Caseload: **14 cases per staff**
- Recommended Caseload: **15 – 20 cases per staff** (Smaller caseloads are recommended in CCS because of required increased contacts and team meetings)



# Staffing and Caseload Data

## *Comprehensive Community Services* (CCS)

	2019	2020	2021	2022	2023 as of 5/1
<i>Added Positions</i>		+1		+1	+1
<b>Total FTE Staff</b>	<b>6</b>	<b>7</b>	<b>7</b>	<b>8</b>	<b>9</b>
Program Enrollment	135	131	142	156	126
<b><i>Caseload per Staff**</i></b>	<b>23</b>	<b>19</b>	<b>20</b>	<b>20</b>	<b>14</b>

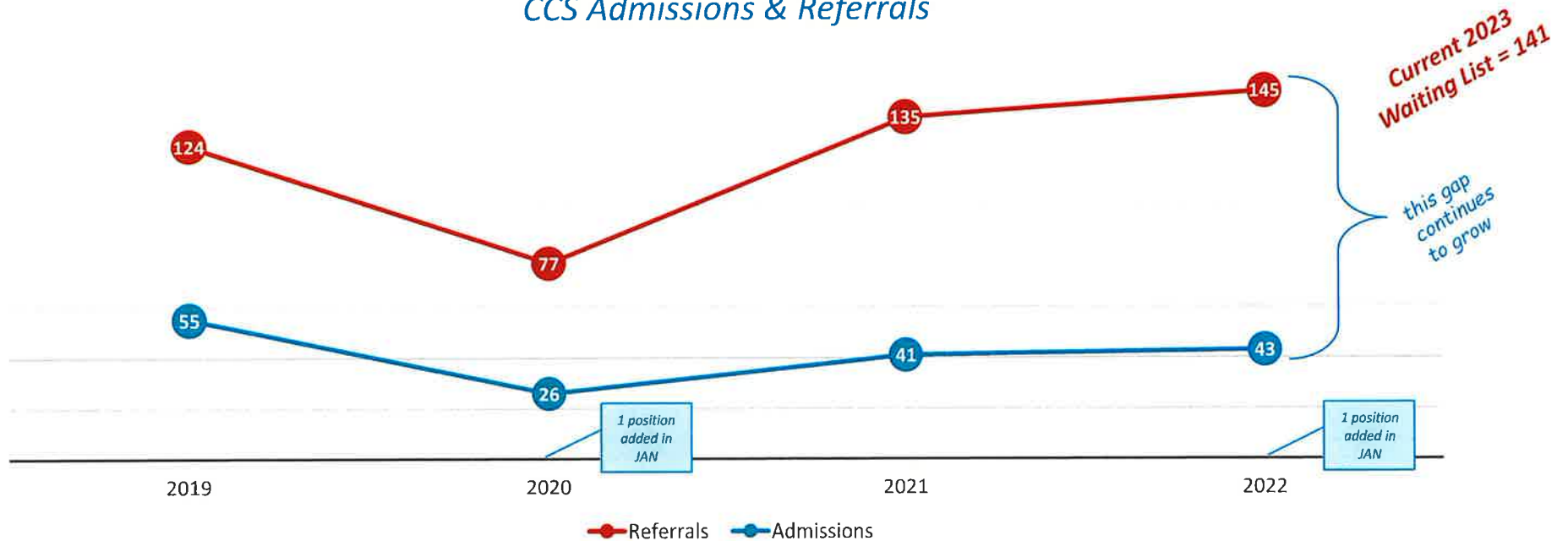
**\*\*Recommended maximum caseload is 15 – 20**

**Current 2023  
Waiting List = 141**

***NOTE:*** *Smaller caseloads are recommended in the CCS program because of the increased contacts and team meetings that are required as part of the services.*

# CCS admissions are falling further and further behind the referrals received each year

CCS Admissions & Referrals







## Behavioral Health Supervisor Position

*Understanding why a supervisor is needed*

# Behavioral Health Unit

## Clinical Administrator

### Manages...

- Six distinct programs

### Supervises / Oversees...

- Medical Director Contract
- Contracted APNP Psychiatric Prescriber
- Contracted Health Department Nurse  
*(when working in Behavioral Health Programs)*
- **21 Human Services Employees**

### Crisis Intervention Services

- Crisis Professionals (1.5 FTEs)
- Program Associate (0.5 FTE)

### Adult Protective Services

- APS Professional (1.5 FTEs)
- Program Associate (0.5 FTE)

### Outpatient Clinic

- Contracted APNP Psychiatric Prescriber (0.75 FTE)
- Mental Health Nurse (1.0 FTE)
- Mental Health Therapist (0.25 FTE)
- Substance-Use Counselor (0.25 FTE)

### Intoxicated Drivers Program

- IDP Assessor Coordinator (1.0 FTE)
- IDP Assessor (0.5 FTE)

### Comprehensive Community Services

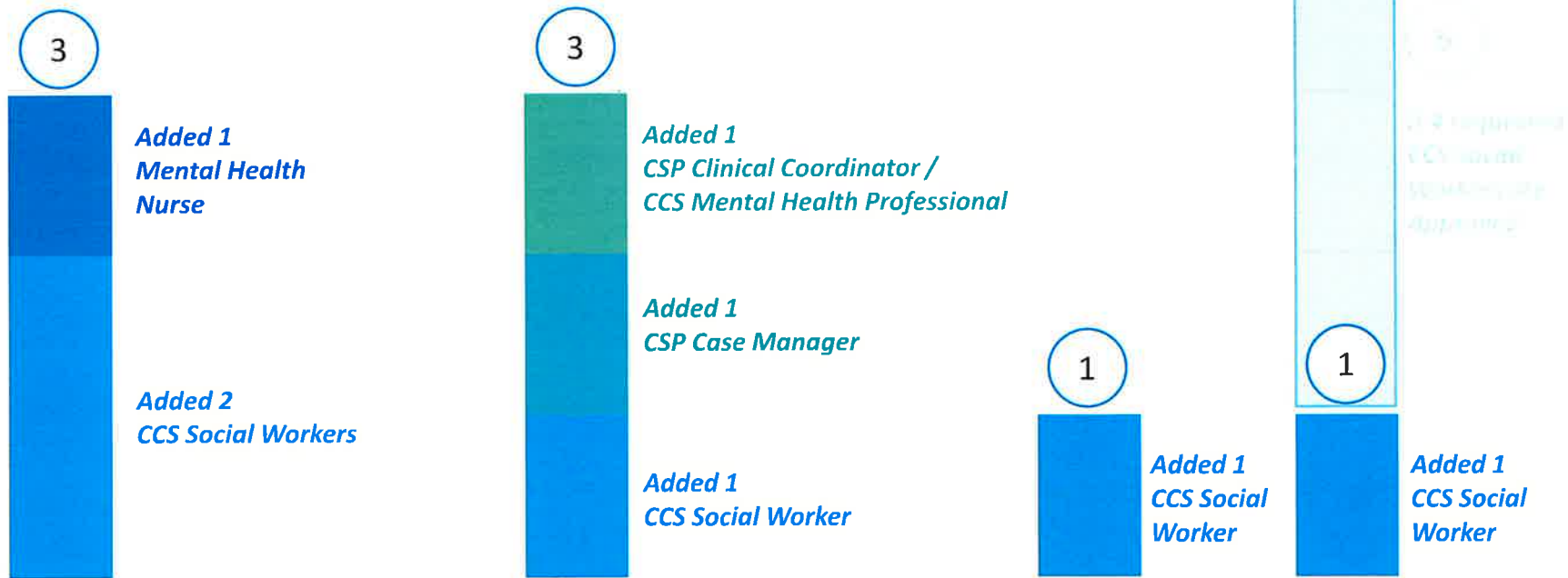
- Mental Health Professional (1.5 FTEs)
- Service Facilitators (9.0 FTEs)

### Community Support Program

- Clinical Coordinator (0.5 FTE)
- Case Manager (1.0 FTE)
- Health Department Nurse (0.33 FTE)

# Positions Added to Behavioral Health Requiring Supervision

(total of 8 positions added since 2018)



*There is a need for more supervisory support.*

# Staff Supervised:

2018

2019

2020

2021

2022

2023

16 staff

16 staff

19 staff

19 staff

20 staff

21 staff

Added 1  
Mental Health  
Nurse

Added 2  
CCS Social Workers

Added 1  
CSP Clinical Coordinator /  
CCS Mental Health Professional

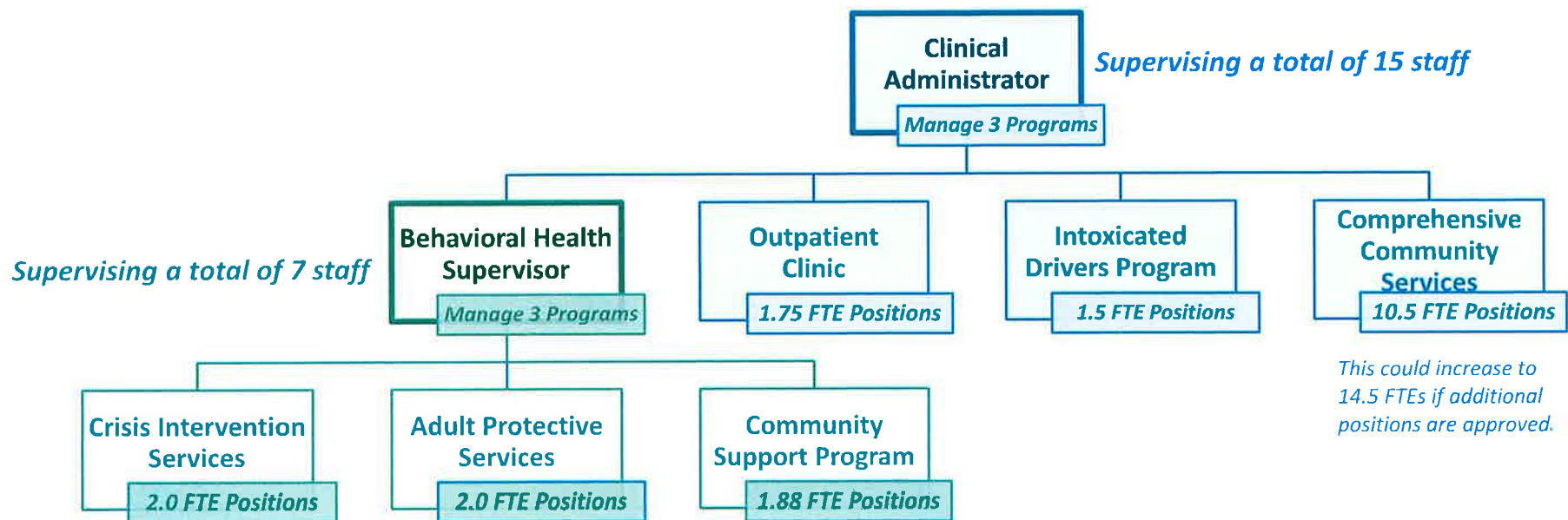
Added 1  
CSP Case Manager

Added 1  
CCS Social Worker

Added 1  
CCS Social  
Worker

Added 1  
CCS Social  
Worker

# Behavioral Health Proposed Organization Structure



# FUNDING the Behavioral Health Supervisor and CCS Positions

Understanding how Certified Medicaid  
Programs are funded



# How WIMCR Reimbursement works...

The Wisconsin Medicaid Cost Reporting (WIMCR) program is a cost-based payment system for counties that are certified Medicaid providers of community-based services.

Certified programs bill Medicaid for services, but the Medicaid interim rates set by the state often do not fully cover the costs of the program which include direct service staff salaries and benefits as well as Administrative, Management, Support, And Overhead (AMSO) costs.

WIMCR is a reconciliation process to provide additional funding to counties for these expenses.

CCS is **100% reimbursed** through the WIMCR program by covering the county's costs that were in excess of Medicaid payments received. Other mental health programs (outpatient clinic, crisis, & CSP) are partially reimbursed (60 – 70%).

Reconciliation occurs the year after expenses are incurred (usually finalized in December the following year).

## CCS Example

<b>If...</b>	<i>2023 CCS Staff Salaries &amp; Benefits plus AMSO* was</i>	<b>but...</b>	<i>2023 Billable Medicaid payments received was</i>	<b>then...</b>	<i>The <b>2024</b> WIMCR payment to the county would be</i>
	<b>\$2,600,000</b>		<b>\$1,900,000</b>		<b>\$700,000</b>

\*Administrative, Management, Support, And Overhead costs

*Made whole the year after expenses are incurred*

# CCS Position Costs and Funding

POSITION	2023 COST		ANNUAL COST THEREAFTER	
	<i>per Position</i>	TOTAL	<i>per Position</i>	TOTAL
CCS Social Worker (4)	\$ 38,119	\$ 152,476	\$ 86,283	\$ 345,132

The CCS program is fully funded by Medicaid and reimbursement through the WIMCR program with NO county levy.

BUT because of how WIMCR works, we need to assure the 2023 costs of these new positions are covered this year.



# Behavioral Health Supervisor Position Cost and Funding

<b>POSITION</b>	<b>2023 COST</b>	<b>ANNUAL COST THEREAFTER</b>
Behavioral Health Supervisor	\$ 48,428	\$ 108,644

This position will be fully funded by a combination of shifting existing budgeted funds allocated to the Clinical Administrator position and reimbursement through the WIMCR program.

BUT, because of how WIMCR works, we need to assure the 2023 costs of the new supervisor position is covered this year.



# Funding Plan for 2023

---

## ***We conducted an in-depth review of our 2023 Budgeted WIMCR Revenue***

1. 2022 was the first year that counties received increase WIMCR reimbursement for Crisis Services because of a new law (Wisconsin 2019 Act 9) that made substantial revisions to the way in which the State funds the Crisis programs by contributing General Purpose Revenue to the counties.
2. DHS is now reimbursing counties 25% of the local (non-federal) share of Crisis Medicaid reimbursement (*formerly counties were responsible for 100% of the local share*), plus any amount over the County's required MOE (\$88,831 for Monroe). ***This means that Crisis is now nearly 100% reimbursed!***
3. In 2022, Monroe received \$159,168 more in Crisis WIMCR reimbursement for 2021 expenses than the previous year.
4. Because of the change in the law for Crisis funding, we can be confident that will continue to receive this much higher WIMCR reimbursement each year.
5. As a result, ***a budget adjustment increasing the 2023 WIMCR revenue line is warranted which will cover the 2023 CCS and supervisor position costs.***

# In-depth Review of WIMCR REIMBURSEMENT HISTORY

	<b>ADJUSTED 2023 Budget</b> <i>(for 2022 expenses)</i>	<b>ORIGINAL 2023 Budget</b> <i>(for 2022 expenses)</i>	<b>2022 Actual</b> <i>(for 2021 expenses)</i>	<b>2021 Actual</b> <i>(for 2020 expenses)</i>	<b>2020 Actual</b> <i>(for 2019 expenses)</i>
Outpatient Program	5,000	5,000	4,626	11,443	2,224
Targeted Case Management	28,000	28,000	28,069	31,939	16,935
Community Support Program	17,000	17,000	17,560	20,030	0
Crisis Program	<b>220,904</b>	95,000	229,206	98,547	60,051
CCS	870,000	870,000	740,436	895,195	532,623
<b>TOTAL</b>	<b>\$1,140,904</b>	<b>\$1,015,000</b>	<b>\$1,019,897</b>	<b>\$1,057,154</b>	<b>\$611,833</b>

*an increase of \$125,904*

# Summary of Funding the Proposed Positions

Positions	2023 Cost	2023	Funding Source	2024 Budget & Beyond
CLTS Social Worker Position (1)	\$ 38,369	\$ 38,369	100% CLTS Medicaid Waiver	100% CLTS Medicaid Waiver
CCS Social Worker Positions (4)	\$ 152,476	\$ 75,000	Medicaid revenue billed by new positions	100% CCS Medicaid & WIMCR
		\$ 77,476	Increase in WIMCR Reimbursement for Crisis	
Behavioral Health Supervisor Position	\$ 48,428	\$ 48,428	Increase in WIMCR Reimbursement for Crisis	70% WIMCR Reimbursement 30% Budgeted funds shifted from Clinical Administrator Position
<b>TOTAL</b>	<b>\$ 243,999</b>	<b>\$ 243,999</b>		

**\$ 125,904 Total Budget Adjustment for Increased WIMCR**

- *The CLTS position will be 100% covered by Medicaid Waiver funding.*
- *The budget adjustment to increase the WIMCR revenue by \$125,904, along with the billable revenue that the new CCS positions generate will cover the costs of the CCS positions and the BH Supervisor position.*

Going forward,  
all positions will be  
fully funded by ...

NO County Levy will be required

- ***Medicaid Waiver Funding***
- ***Medicaid Billing***
- ***WIMCR Reimbursement***
- ***Shifted funding from Clinical Administrator Position***

*Thank you!*



**RESOLUTION AUTHORIZING ONE CHILDREN'S LONG TERM SUPPORT (CLTS) SOCIAL WORKER POSITION IN THE MONROE COUNTY HUMAN SERVICES DEPARTMENT**

1 **WHEREAS**, the CLTS program provides community-based services and adaptive supports to children with  
2 developmental disabilities, severe emotional disturbances, and physical disabilities; and  
3

4 **WHEREAS**, the CLTS program has a waiting list of 20 children who need these services, but current CLTS staff  
5 caseloads are full, averaging 33 cases per social worker (the recommended caseloads for CLTS is 25 – 30); and  
6

7 **WHEREAS**, the current staffing is not able to keep up with admissions of those needing these services; and  
8

9 **WHEREAS**, not serving individuals who are in need of these intensive community-based programs increases the  
10 risk of individuals not being able to remain in their communities and being placed in residential or institutional  
11 facilities; and  
12

13 **WHEREAS**, the CLTS program is fully funded by Medicaid waiver funding with no required county levy; and  
14

15 **WHEREAS**, Human Service Board recommends adding one CLTS Social Worker position in order to meet the  
16 service needs of adults and children in Monroe County.  
17

18 **NOW, THEREFORE BE IT RESOLVED** by the Monroe County Board of Supervisors that they do hereby authorize  
19 establishing one CLTS social worker position in the Department of Human Services effective July 31, 2023. If the  
20 funding ceases, the positions will be reviewed.  
21

22 **BE IT FURTHER RESOLVED**, that the Monroe County Board of Supervisors approves the following budget  
23 adjustments:  
24

Increase Revenue Account Budget	24900500 435603	\$ 38,369.00
Increase Expenditure Account Budget	24910510 511000	\$ 38,369.00

25 Dated this 28<sup>th</sup> day of June, 2023.

26 Offered by the Administration & Personnel Committee

Fiscal note: The total cost of the position will be of \$38,369 in 2023 and \$86,283 annually thereafter. The position will be funded with CLTS waiver funding with no county levy required. A two thirds majority vote of the entire membership of the Monroe County Board of Supervisors is required for approval.

Purpose: To approve needed a CLTS position for 2023 in order to meet service needs.

If CLTS waiver funding is inadequate to cover the full cost of this position, this position will cease to exist.

Finance Vote (If required): \*amended  
4 Yes 0 No 1 Absent

Approved as to form on 6/13/2023  
*Lisa Aldinger Hamblin*  
Lisa Aldinger Hamblin, Corporation Counsel

ADOPTED  FAILED  AMENDED  
 OTHER \_\_\_\_\_  
County Board Vote on: \_\_\_\_\_ 20\_\_  
\_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_ Absent

Committee of Jurisdiction Forwarded on: June 13, 20 23  
4 Yes 1 No 0 Absent

Committee Chair: *Wallace Hatheger*  
*Joni Wisssted* *John Gunkel*  
*James B. Kuhl* *Jason D. ...*

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

<b>Date:</b> 05/02/2023	<b>Department:</b> Human Services
<b>Department Head Name:</b> 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):

The Children's Long-Term Support (CLTS) program provides intensive community-based services and adaptive supports to children with developmental disabilities, severe emotional disturbances, and physical disabilities. The CLTS program has a waiting list of 20 children who need these services, but current staff caseloads are full (averaging 33 cases per social worker). The recommended caseloads for CLTS is 25 – 30. Current staffing is no longer able to keep up with referrals of children requiring these services. An additional position is necessary in order to address service needs of children with disabilities and keep up with future referrals.

<b>Suggested Title:</b> Social Worker			
<b>Personnel Director's Recommended Classification:</b>		<b>Grade:</b> N	<b>FLSA Class:</b> Exempt
<b>Full-time:</b> <input checked="" type="checkbox"/>	<b>Part-time:</b> /hours	<b>Projected Start Date:</b> 7/31/2023	

\*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:

Hourly Rate	Annual Salary	Retirement	Social Security	Medicare	Work Comp	Health Ins.	Dental Ins.	Life Ins.
25.57	53,186	3,617	3,298	772	612	23,941	839	18

1. Where will the funds for this position come from?  
 This position will be fully funded through the CLTS Waiver Program with no county levy.

---

2. What equipment will need to be purchased for this position (desk, etc.)?  
 Computer Set-up, Phone, and Desk Chair
  - a. Is office space presently available? Yes Where? Historic Courthouse
  - b. Estimated cost of needed equipment? \$1,950
  - c. Is the cost of needed equipment in the department budget? Yes, with proposed budget adjustment
3. What is the grand total cost of all items this fiscal year? \$22,502 (salary) + \$15,867 (fringe/wkrcomp/equip) = \$38,369
4. What is the annual cost of salary and fringes, thereafter? \$53,186 (salary) + \$33,097 (fringe/wkrcomp) = \$86,283



**Supervisory Responsibility** (if applicable):

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

N/A
-----

2. Number of employees Directly supervised: \_\_\_\_\_ Indirectly: \_\_\_\_\_

List the position titles that will report to this position:


3. What position title will this position report to? CFS Supervisor

**County Administrator – Action:**

Date: 05/24/2023	Position Approved: <input checked="" type="checkbox"/>	Position Denied: <input type="checkbox"/>	
------------------	--	---	--

**Committee of Jurisdiction:** \_\_\_\_\_ – Action:

Date:	Position Approved: <input type="checkbox"/>	Position Denied: <input type="checkbox"/>	by a vote of:
-------	---	---	---------------

**Administration & Personnel Committee – Action:**

Date:	Position Approved: <input type="checkbox"/>	Position Denied: <input type="checkbox"/>	by a vote of:
-------	---	---	---------------

**Finance Committee – Action on Fiscal Note:**

Date:	Funds Approved: <input type="checkbox"/>	Funds Denied: <input type="checkbox"/>	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

<b>Job Title:</b>	<b>Human Services Social Worker I – CFS – Children’s Long Term Support Program (CLTS)</b>	<b>Department:</b>	Human Services
<b>Location:</b>	112 S. Court St. Room 3000, Community Services Center, Sparta	<b>FLSA Category:</b>	Exempt- Professional
<b>Immediate Supervisor:</b>	Social Work Supervisor (Children and Family Services)	<b>Salary Grade:</b>	
<b>Supervision Exercised:</b>	None.	<b>Position Type:</b>	Full-time:

**Basic Functions and Responsibilities**

Works with children and families of children with special needs (physical, developmental, and mental health disabilities). Screens children for functional eligibility and provides service coordination to children eligible and enrolled in the Children’s Long Term Support Waiver Program (CLTS).

**Job Description**

**ROLE AND RESPONSIBILITIES**

- Screen children for functional and financial eligibility in the Children’s Long Term Support Waiver Program (CLTS).
- Responsible for overall case management of eligible children and families in CLTS.
- Develop, assess, and update Individual Service Plans (ISP) for children
- Provides advocacy, information, and resources to eligible children and families
- Coordination of services provided under the specified guidelines of the CLTS program manual.
- Provide direct contact with clients and make appropriate collateral service contacts
- Participate in wrap around service coordination through meeting with children and their families; attend Individual Educational Plan (IEP) meetings in the local school system; meet/consult with other professionals involved in the delivery of services to children and families
- Responsible for balancing the needs of children and families in the CLTS program with federal and state requirements
- Document case management time for billing purposes.
- Provide transitional and relocation assistance for children and families who by age exceed the guidelines for CLTS.

**QUALIFICATIONS AND EDUCATION REQUIREMENTS**

- Bachelor’s degree with major in social work or related degree programs (i.e., sociology, psychology, or guidance and counseling), with a minimum of four years social work in a human services agency with a case manager of support and service coordination;
- Certified, or eligible for certification, under 2001 Wisconsin Act 80; Wisconsin §457.08.
- Valid Wisconsin driver’s license, reliable transportation, and sufficient driver liability insurance.
- Computer skills.

**PHYSICAL DEMANDS**

A large percentage of time is spent sitting, walking, talking, hearing, keyboarding, using judgment. Stands, stoops, climbs, bends, reaches, uses near and far vision, lifts, pushes/pulls up to 10 pounds, carries up to 40 pounds, is exposed to adverse weather, potential for physical attack, travels to and moves about county sites and homes intermittently.

**ADDITIONAL NOTES**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

RESOLUTION NO. 06-23-04

**RESOLUTION AUTHORIZING FOUR COMPREHENSIVE COMMUNITY SERVICES (CCS)  
SOCIAL WORKER POSITIONS IN THE MONROE COUNTY HUMAN SERVICES DEPARTMENT**

1 **WHEREAS**, the CCS program provides intensive community-based treatment services and skills development  
2 training to adults and children with serious mental health and/or substance-use disorders; and  
3

4 **WHEREAS**, the CCS program has a waiting list of 141 individuals who need these services, but current CCS staff  
5 caseloads are nearly full, averaging 14 case per social worker (the recommended caseloads for CCS is 15 – 20);  
6 and  
7

8 **WHEREAS**, the current CCS staffing is not able to keep up with admissions of those needing these services; and  
9

10 **WHEREAS**, not serving individuals who are in need of these intensive community-based programs increases the  
11 risk of individuals not being able to remain in their communities and needing to be placed in residential or  
12 institutional facilities; and  
13

14 **WHEREAS**, CCS program is fully funded by Medicaid billable revenues and reimbursement through the  
15 Wisconsin Medicaid Cost Reporting (WIMCR) program with no county levy; and  
16

17 **WHEREAS**, Human Service Board recommends adding four CCS Social Worker positions in order to meet the  
18 service needs of adults and children in Monroe County.  
19

20 **NOW, THEREFORE BE IT RESOLVED** by the Monroe County Board of Supervisors that they do hereby authorize  
21 establishing four CCS Social Worker positions in the Department of Human Services effective July 31, 2023. If the  
22 funding ceases, the positions will be reviewed.  
23

24 **BE IT FURTHER RESOLVED**, that the Monroe County Board of Supervisors approves the following budget  
25 adjustments:  
26

Increase Revenue Account Budget	24950580 435601 LC345	\$ 75,000.00
Increase Revenue Account Budget	24900500 435603	\$ 77,476.00
Increase Expenditure Account Budget	24950580 511000	\$ 152,476.00

Dated this 28<sup>th</sup> day of June, 2023.

Offered by the Administration & Personnel Committee

Fiscal note: The total cost of the four CCS positions will be \$152,476 in 2023 and \$345,132 annually thereafter. The 2023 position cost will be covered by Medicaid billing and increased WIMCR reimbursement revenues. After 2023, the positions will be fully funded by Medicaid billable revenues and reimbursement through the Wisconsin Medicaid Cost Reporting (WIMCR) program with no county levy. A two thirds majority vote of the entire membership of the Monroe County Board of Supervisors is required for approval.

Purpose: To approve needed CCS positions for 2023 in order to meet service needs.



If Medicaid billable revenues and reimbursement through the Wisconsin Medicaid Cost Reporting (WIMCR) program funding is inadequate to cover the full cost of these positions, these positions will cease to exist.

Finance Vote (If required): \*amended  
4 Yes 0 No 1 Absent

Approved as to form on 6/13/2023  
Lisa Aldinger Hamblin  
Lisa Aldinger Hamblin, Corporation Counsel

ADOPTED  FAILED  AMENDED  
 OTHER \_\_\_\_\_  
County Board Vote on: \_\_\_\_\_ 20\_\_  
\_\_\_\_ Yes \_\_\_\_ No \_\_\_\_ Absent

Committee of Jurisdiction Forwarded on: June 13, 2023  
4 Yes 1 No 0 Absent

Committee Chair: Wallace Hopper  
Jon Eksestad John Gork  
James R. Kuba James R. Kuba

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

<b>Date:</b> 05/02/2023	<b>Department:</b> Human Services
<b>Department Head Name:</b> 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):

The Comprehensive Community Services (CCS) program provides intensive community-based treatment services and skills development training to adults and children with serious mental health and/or substance-use disorders. The CCS program has a waiting list of 141 individuals who need these services, but current staff caseloads are nearly full (averaging 14 cases per social worker). The recommended caseloads for CCS is 15 - 20. Current staffing is no longer able to keep up with referrals of individual requiring these services. Four additional positions are necessary in order to address service needs of individuals and keep up with future referrals.

<b>Suggested Title:</b> Social Worker			
<b>Personnel Director's Recommended Classification:</b>	<b>Grade:</b> N	<b>FLSA Class:</b> Exempt	
<b>Full-time:</b> <input checked="" type="checkbox"/>	<b>Part-time:</b> /hours	<b>Projected Start Date:</b> 7/31/2023	

\*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:

Hourly Rate	Annual Salary	Retirement	Social Security	Medicare	Work Comp	Health Ins.	Dental Ins.	Life Ins.
25.57	53,186	3,617	3,298	772	612	23,941	839	18

1. Where will the funds for this position come from?  
 These positions will be fully funded through billable Medicaid Revenue and reimbursement through through WIMCR reconciliation with no county levy.

---

2. What equipment will need to be purchased for this position (desk, etc.)?  
 Computer Set-up and Phone
  - a. Is office space presently available? No Where? Historic Courthouse and Telework
  - b. Estimated cost of needed equipment? \$1,700
  - c. Is the cost of needed equipment in the department budget? Yes, with proposed budget adjustment
3. What is the grand total cost of all items this fiscal year? [\$22,502(salary) + \$15,617(fringe/wkrcomp/equip) = \$38,119] x 4 positions = \$152,476
4. What is the annual cost of salary and fringes, thereafter? [\$53,186 (salary) + \$33,097 (fringe/wkrcomp) = \$86,283] x 4 positions = \$345,132

**Supervisory Responsibility** (if applicable):

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

N/A
-----

2. Number of employees Directly supervised: \_\_\_\_\_ Indirectly: \_\_\_\_\_

List the position titles that will report to this position:


3. What position title will this position report to? Clinical Administrator

**County Administrator – Action:**

Date: 05/24/2023	Position Approved: <input checked="" type="checkbox"/>	Position Denied: <input type="checkbox"/>
------------------	--	---

**Committee of Jurisdiction:** \_\_\_\_\_ – Action:

Date:	Position Approved: <input type="checkbox"/>	Position Denied: <input type="checkbox"/>	by a vote of:
-------	---	---	---------------

**Administration & Personnel Committee – Action:**

Date:	Position Approved: <input type="checkbox"/>	Position Denied: <input type="checkbox"/>	by a vote of:
-------	---	---	---------------

**Finance Committee – Action on Fiscal Note:**

Date:	Funds Approved: <input type="checkbox"/>	Funds Denied: <input type="checkbox"/>	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

<b>Job Title:</b>	<b>Human Services Behavioral Health Professional</b>	<b>Department:</b>	Human Services
<b>Location:</b>	112 S. Court Street, Rm 3000 , Sparta	<b>FLSA Category:</b>	Exempt- Professional
<b>Immediate Supervisor:</b>	Clinical Administrator - Behavioral Health	<b>Salary Grade:</b>	
<b>Supervision Exercised:</b>	None.	<b>Position Type:</b>	Full-time:

**Basic Functions and Responsibilities**

Under general supervision of the Clinical Administrator, the Behavioral Health Professional provides services to at-risk children and adults, individuals with mental health or substance abuse related issues.

**Job Description**

**ROLE AND RESPONSIBILITIES**

- Provides initial and ongoing assessments and serves as a resource person
- Develops case plans, makes arrangements for appropriate services, and monitors individuals receiving Behavioral Health services
- Participates on committees and task forces as assigned
- Completes all required documentation related to job functions within established timelines
- May provide services in the following areas:
  - Adult Protective Services to adults-at-risk and elder adults-at-risk including court and monitoring actions related guardianships and protective placements
  - Crisis Intervention Services including risk assessment, linkage and follow-up activities, crisis planning, and initiating court and monitoring actions related to emergency detentions and civil commitments;
  - Coordinated Services Team
  - Comprehensive Community Services
  - Community Recovery Services
  - Targeted Case Management
  - Any other related services or programs

**QUALIFICATIONS AND EDUCATION REQUIREMENTS**

- Minimum of a Bachelor's degree with major in social work, sociology, psychology, or guidance and counseling; or general college degree with two years professional experience in a human services agency.
- Valid Wisconsin's driver's license.
- Credentialed by the Wisconsin Department of Safety and Professional Services as a Certified Social Worker or other advanced credential such as Advance Practice Social Worker, Licensed Clinical Social Worker, Licensed Professional Counselor, and License Marriage and Family Therapist (individuals who can identify a path to licensure may be considered).

**PHYSICAL DEMANDS**

A large percentage of time is spent sitting, walking, talking, hearing, keyboarding, using judgment. Stands, stoops, climbs, bends, reaches, uses near and far vision, lifts, pushes/pulls up to 10 pounds, carries up to 40 pounds, is exposed to adverse weather, potential for physical attack, travels to and moves about county sites and homes intermittently.

**ADDITIONAL NOTES**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Approved by Supervisor:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**RESOLUTION AUTHORIZING A BEHAVIORAL HEALTH SUPERVISOR POSITION IN THE MONROE COUNTY HUMAN SERVICES DEPARTMENT**

1 **WHEREAS**, the Behavioral Health Unit consists of twenty-one (21) staff and one (1) manager; and

2  
3 **WHEREAS**, eight (8) positions have been added to the Behavioral Health Unit over the last five years; and

4  
5 **WHEREAS**, one manager can no longer meet the supervisory needs of this many staff; and

6  
7 **WHEREAS**, an additional supervisory position is needed in order to assure proper program oversight and  
8 sufficient direction and support to staff; and

9  
10 **WHEREAS**, the position will be funded by existing funds in the budget and reimbursement through the Wisconsin  
11 Medicaid Cost Reporting (WIMCR) program with no increase to county levy; and

12  
13 **WHEREAS**, Human Service Board recommends adding a Behavioral Health Supervisor position in order to meet  
14 the increased supervisory needs of staff in that unit in Monroe County.

15  
16 **NOW, THEREFORE BE IT RESOLVED** by the Monroe County Board of Supervisors that they do hereby authorize  
17 establishing a Behavioral Health Supervisor in the Department of Human Services effective July 31, 2023. If the  
18 funding ceases, the position will be reviewed.

19  
20 **BE IT FURTHER RESOLVED**, that the Monroe County Board of Supervisors approves the following budget  
21 adjustments:

22  
23  
24

Increase Revenue Account Budget	24900500 435603	\$ 48,428.00
Increase Expenditure Account Budget	24950560 511000	\$ 48,428.00

Dated this 28<sup>th</sup> day of June, 2023.

Offered by the Administration & Personnel Committee

Fiscal note: The cost of the position will be \$48,428 in 2023 and \$108,644 annually thereafter. The 2023 position cost will be covered by increased WIMCR reimbursement revenue. After 2023, the position will be fully funded by existing funds in the budget and reimbursement through the Wisconsin Medicaid Cost Reporting (WIMCR) program with no additional county levy. A two thirds majority vote of the entire membership of the Monroe County Board of Supervisors is required for approval.

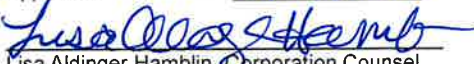
Purpose: To approve a new Behavioral Health Supervisor position for 2023.





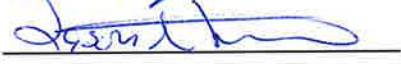
If Wisconsin Medicaid Cost Reporting (WIMCR) program funds along with the current levy funding level are not adequate to cover the expenses of this position going forward, this position will cease to exist.



Finance Vote (If required): \*amended  
4 Yes 0 No 1 Absent

Committee of Jurisdiction Forwarded on: June 13, 20 23  
4 Yes 1 No 0 Absent

Approved as to form on 6/13/2023  
  
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

<b>Date:</b> 05/02/2023	<b>Department:</b> Human Services
<b>Department Head Name:</b> 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):

The Behavioral Health Unit consists of twenty-one (21) staff and one (1) manager. Eight (8) positions have been added to the unit over the last five years. One manager can no longer meet the supervisory needs of this many staff. An additional supervisory position is necessary in order to assure proper program oversight and sufficient direction and support to staff. This position would primarily oversee the Adult Protective Services, Crisis Intervention Services, and Community Support Program and the staff who work within those programs. This position would also provide back up oversight of all other Behavioral Health programs and staff at the direction of the Clinical Administrator. Ongoing costs of this position will be funded by existing funds in the budget and reimbursement through the Wisconsin Medicaid Cost Reporting (WIMCR) program. No additional county levy will be required.

<b>Suggested Title:</b> Behavioral Health Supervisor			
<b>Personnel Director's Recommended Classification:</b>		<b>Grade:</b> S	<b>FLSA Class:</b> Exempt
<b>Full-time:</b>	<input checked="" type="checkbox"/>	<b>Part-time:</b> /hours	<b>Projected Start Date:</b> July 31, 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:

Hourly Rate	Annual Salary	Retirement	Social Security	Medicare	Work Comp	Health Ins.	Dental Ins.	Life Ins.
34.87	72,530	4,933	4,497	1,052	834	23,941	839	18

1. Where will the funds for this position come from?  
 The costs for this position will be fully funded by existing funds in the budget and reimbursement through the Wisconsin Medicaid Cost Reporting (WIMCR) program. Additional county levy will NOT be required. Because WIMCR reimbursement is received a year after the expenses are incurred, 2023 costs will be covered by the proposed budget adjustment.
2. What equipment will need to be purchased for this position (desk, etc.)?  
 Computer Set-up, Phone, Desk, Chair
  - a. Is office space presently available? Yes Where? Historic Courthouse
  - b. Estimated cost of needed equipment? \$2,500
  - c. Is the cost of needed equipment in the department budget? Yes, with proposed budget adjustment
3. What is the grand total cost of all items this fiscal year? \$30,686 (salary) + \$15,192 (fringe& wkr comp) + \$2,550 (equipment) = \$48,428 Total
4. What is the annual cost of salary and fringes, thereafter? \$72,530 (salary) + \$36,114 (fringe& wkr comp) = \$108,644 Total

**Supervisory Responsibility** (if applicable):

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

The position will primarily be responsible to oversee Adult Protective Services, Crisis Intervention Services, and the Community Support Program. Directs the work of and assists in the management of Behavioral Health Unit and staff overall. Participates in interviews and selection of new employees. Assures the provision of training, instruction, and ongoing training. Provides coaching and/or counseling. Assigns tasks, reviews work, and prepares performance evaluations.

2. Number of employees Directly supervised: 6 - 8 Indirectly: 13 -15

List the position titles that will report to this position:

Adult Protective Services Prof.	Program Associate	
CSP Clinical Coordinator	Behavioral Health Prof. - Crisis	
CSP Case Manager		

3. What position title will this position report to? Clinical Administrator

**County Administrator – Action:**

Date: 05/24/2023	Position Approved: <input checked="" type="checkbox"/>	Position Denied: <input type="checkbox"/>
------------------	--	---

**Committee of Jurisdiction:** \_\_\_\_\_ – Action:

Date:	Position Approved: <input type="checkbox"/>	Position Denied: <input type="checkbox"/>	by a vote of:
-------	---	---	---------------

**Administration & Personnel Committee – Action:**

Date:	Position Approved: <input type="checkbox"/>	Position Denied: <input type="checkbox"/>	by a vote of:
-------	---	---	---------------

**Finance Committee – Action on Fiscal Note:**

Date:	Funds Approved: <input type="checkbox"/>	Funds Denied: <input type="checkbox"/>	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:	<b>Human Services Supervisor -BH</b>	Date:	
Department:	Human Services	Pay Grade:	S
Reports To:	Mental Health Clinic Manager	FLSA Status:	Exempt

---

### POSITION SUMMARY

This position is responsible to assist the Mental Health Clinic Manager with coordination and management of the Behavioral Health Unit. This position provides professional work planning, organizing, evaluating, supervision, and implementation to County service-related programs in accordance with State and Federal laws and regulations, and to implement general policies set forth by governing bodies and agencies.

### 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. Provides leadership in attracting, retaining, and developing an engaged workforce in the delivery of superior services to County residents and businesses.
2. Directs the work of and assists in the management of unit staff. Participates in interviews and selection of new employees. Assures the provision of training, instruction, and ongoing training for the Department. Provides coaching and/or counseling. Assigns tasks, reviews work, and prepares performance evaluations. Recommends employee transfers, promotions, disciplinary action, and discharge.
3. Provides supervision to all assigned staff. Directs staff on interpreting the application of policy and procedure.
4. Supervises the operations of the Unit. Ensures compliance with program requirements.
5. Reports administrative and program services, along with policies and procedures, to the responsible boards.
6. Supervises services as assigned in the following areas: Outpatient Mental Health and Substance Abuse Clinic, Crisis Services, Coordinated Services Team, Comprehensive Community Services, Community Support Program, Intoxicated Drivers Program, Adult Protective Services, and other related services.
7. Provides clinical consultation regarding screening cases, crisis management, treatment options, and diagnoses for targeted populations in the respective division, including after hours, as needed.
8. Ensures the programs of the unit are carried out in a cost-efficient manner. Develops goals or outcomes which are measurable and enhance the quality of cost-effective services.
9. Evaluates service delivery. Conducts needs assessments and recommends service priorities to Unit Manager in addition to those mandated by State and Federal Government.
10. Ensures the programs of the Unit are carried out in a cost-efficient manner. Develops goals or outcomes which are measurable and enhances the quality of cost-effective services.
11. Ensures all mandated State and Federal programs are carried out in accordance with established requirements.

12. Maintains knowledge of current County, State, and Federal Rules and Regulations. Monitors legislative proposals that will impact the Unit. Keeps responsible boards and Unit Manager informed of these changes.
13. Negotiates and monitors annual contracts with the Wisconsin Department of Health Services and public and private vendors, and consultants who provide services.
14. Performs the duties of subordinate personnel within the Unit, as needed.
15. Other duties as assigned.

#### **MINIMUM REQUIRED QUALIFICATIONS**

- Master's degree in Social Work, Counseling, Clinical Psychology, or Marriage Family Therapy from an accredited university with a minimum of 3,000 hours of supervised clinical practice and five (5) years of progressive administrative experience in human service-related programs.
- Three years' previous supervisory experience.
- Credentialed as a Licensed Clinical Social Worker (LCSW), Marriage and Family Therapist (LMFT), or Professional Counselor (LPC) in the State of Wisconsin.
- Must successfully pass caregiver and criminal background check.

#### **PREFERRED QUALIFICATIONS**

- Credentialed as an Independent or Intermediate Clinical Supervisor in the State of Wisconsin.

#### **REQUIRED JOB COMPETENCIES**

- Knowledge of laws and regulations that affect the delivery of services provided by the Department.
- Knowledge of community resources, and alternative care resources.
- Knowledge of applicable State statutes.
- Comprehensive knowledge of social, economic, and health problems of basic human behavior and of available assistance and rehabilitative services and techniques.
- Thorough knowledge of State and Federal human services programs and requirements.
- Knowledge of human service needs assessment methodologies, grant programs, and budgeting procedures.
- Knowledge of legal requirements for human service programs, including client rights, confidentiality, and non-discrimination.
- Knowledge of the principles of human growth and development, psychology, systems theory, and human motivation.
- Knowledge of goals, principles, and practices of human service programs, program administration, and program goals and their intended impacts.
- Ability to communicate effectively with individuals of varying abilities, interests, and concerns.
- Skill in analyzing complex administrative information and issues, defining problems and evaluating alternatives, and recommending methods, procedures, and techniques for resolution of issues.
- Ability to research and analyze detailed information and make appropriate recommendations.
- Ability to develop program goals and objectives.
- Ability to plan, develop, implement, and evaluate projects and programs.
- Ability to develop, interpret and implement regulations, policies, procedures, written instructions, general correspondence, and other Department-specific documents.

- Knowledge of management and supervisory practices & principles, including the ability to make final employment recommendations, preparing performance evaluations, managing time-off, and maintaining personnel records.
- Ability to adapt and take control of situations, dictating subordinate activities in a responsible manner.
- Ability to instruct and train in methods and procedures.
- Ability to organize, assign, and modify the work assignment of others, and (re)-establish priorities to meet deadlines.
- Ability to establish and maintain accurate records of assigned activities and operations.
- 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 current office practices and procedures and knowledge of the operation of standard office equipment and software.
- 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 communicate clearly, concisely, and effectively in English in both written and verbal form.
- Skill in researching and understanding complex written materials.
- 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 individuals within and outside the organization.
- Ability to maintain confidentiality and discretion regarding business-related files, reports, and conversations, within the provisions of open records laws and other applicable State and Federal statutes and regulations.
- 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 occasional exertion of up to 25 pounds of force; work regularly requires sitting, frequently requires standing, speaking or hearing, using hands to finger, handle or feel and repetitive motions and occasionally 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 at normal spoken word levels.
- Work requires preparing and analyzing written or computer data and observing general surroundings and activities.
- Work is performed in an office setting as well as offsite clinic work sites.
- May require communicating with persons who are hostile, aggressive, abusive or violent, posing threatening conditions.

*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 NO. 06-23-06

RESOLUTION DESIGNATING OFFICIAL NEWSPAPER FOR MONROE COUNTY

1 **WHEREAS**, Monroe County does not have a designated official county newspaper; and  
2

3 **WHEREAS**, it is recommended that Monroe County designate an official county newspaper for clarity as to  
4 required publications as well as to save expenses in publishing; and  
5

6 **WHEREAS**, below is the costs for River Valley Media Group:

7	2023	\$5,053.24 through 5-19-2023
8	2022	\$8,402.77
9	2021	\$12,086.13
10	2020	\$14,638.33
11	2019	\$18,328.91 (\$3,133.67 was for in rem)
12	2018	\$27,125.56 (\$5,213.42 was for in rem); and

13  
14 **WHEREAS**, there exists a local newspaper entitled "Monroe County Herald" which is a publication intended to  
15 reach all the citizens of Monroe County; and  
16

17 **WHEREAS**, designating the "Monroe County Herald" as the official newspaper where all required notices are to  
18 be published, at a minimum, and would provide notice to all citizens as to where all notices can be found; and  
19

20 **WHEREAS**, by resolution # 88-43, the Monroe County Board of Supervisors did instruct the Monroe County Clerk  
21 to publish all election notices in all newspapers published in Monroe County; and  
22

23 **WHEREAS**, passage of this resolution would rescind resolution #88-43.  
24

25 **NOW THEREFORE BE IT RESOLVED**, by the Monroe County Board of Supervisors that they do hereby  
26 designate the Monroe County Herald as the official newspaper of Monroe County.  
27

28 **BE IT FURTHER RESOLVED**, that this designation shall establish the minimum local publication location for all  
29 Monroe County business. All other publication locations shall be discretionary.  
30

31 **BE IT FURTHER RESOLVED**, that resolution #88-43 is hereby rescinded.

Dated this 28th day of June, 2023.

OFFERED BY THE ADMINISTRATION & PERSONNEL COMMITTEE:

Fiscal note: There would be a fiscal saving for the county annually as the number of publications would be reduced for official business.

Statement of purpose: To designate the Monroe County Herald as the official newspaper for Monroe County.

RESOLUTION NO. 06-23-07

RESOLUTION AMENDING MONROE COUNTY FINANCE POLICY AND FINANCE FORMS

1 WHEREAS, Monroe County does have a Finance Policy that addresses all procedures related to finance and  
2 budget related matters for Monroe County; and  
3

4 WHEREAS, this Finance Policy has recently been reviewed by the Monroe County Finance Committee; and  
5

6 WHEREAS, the Monroe County Finance Committee determined that there is the need for updates to the Monroe  
7 County Finance Policy to address line item transfers; and  
8

9 WHEREAS, the Monroe County Finance Committee determined that there is the need for updates to required  
10 forms for budgetary adjustments, requests for line item transfers, and repurposing of funds.  
11

12 THEREFORE BE IT RESOLVED that the Monroe County Board of Supervisors does hereby approve the attached  
13 language change to the Monroe County Finance Policy regarding budget line item transfers.  
14

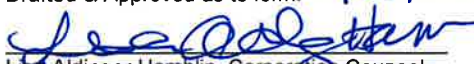
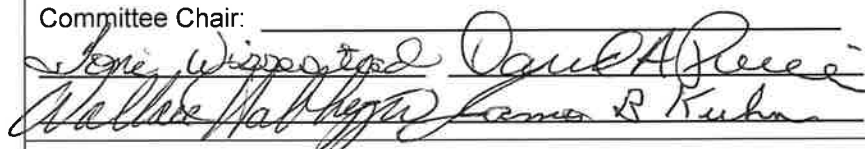
15 BE IT FURTHER RESOLVED that the Monroe County Board of Supervisors approves the attached forms entitled  
16 Notice of Re-Purpose of Funds, Notice of Budgetary Adjustment, and Request for Line Item Transfer.

Dated this 28th day of June, 2023.

Offered By The Finance Committee.

Fiscal note: There is no known fiscal impact associated with this resolution.

Statement of purpose: To update the Monroe County Finance Policy regarding line item transfers and update the  
Notice of Re-Purpose of Funds, Notice of Budgetary Adjustments and Request for Line Item Transfer forms.

<p>Finance Vote (If required):  <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Absent</p> <p>*****</p> <p>Drafted &amp; Approved as to form: <u>6/21/2023</u>            Lisa Aldinger Hamblin, Corporation Counsel</p>	<p>Committee of Jurisdiction Forwarded on: <u>June 21</u>, 20 <u>23</u>          VOTE: <u>4</u> Yes <u>0</u> No <u>1</u> Absent</p> <p>Committee Chair: _____  </p>
<p><input type="checkbox"/> ADOPTED <input type="checkbox"/> FAILED <input type="checkbox"/> AMENDED  <input type="checkbox"/> OTHER _____</p> <p>County Board Vote on: _____ 20____  <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Absent</p>	<p>STATE OF WISCONSIN          COUNTY OF MONROE          I, SHELLEY R. BOHL, Monroe County Clerk, DO HEREBY CERTIFY that the foregoing is a true and correct copy of Resolution # _____ acted on by the Monroe County Board of Supervisors at the meeting held on _____.</p> <p>_____          SHELLEY R. BOHL, MONROE COUNTY CLERK          A raised seal certifies an official document.</p>

# Notice of Re-Purpose of Funds

MONROE COUNTY

## *Unanticipated Change of What Funds Were Budgeted For*

Date: \_\_\_\_\_  
 Department: \_\_\_\_\_  
 Amount: \$ \_\_\_\_\_  
 Budget Year Amended: \_\_\_\_\_

**Does this Re-Purpose of Funds decrease future fund balance available for Debt Service Payments in future years?**

Yes or No? \_\_\_\_\_ Explain: \_\_\_\_\_

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

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Original Budgeted Line's Purpose:**

Org	Object	Project	Account Name	Original Purpose	New Purpose	Amount to Re-Purpose
Total Adjustment						\$ -

Department Head Approval: \_\_\_\_\_

Committee of Jurisdiction Approval: \_\_\_\_\_

\_\_\_\_\_ Date

*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: \_\_\_\_\_

Department: \_\_\_\_\_

Amount: \_\_\_\_\_ \$0.00

Budget Year Amended: \_\_\_\_\_

**Does this Budget Adjustment decrease future fund balance available for Debt Service Payments in future years?**

Yes or No? \_\_\_\_\_ Explain: \_\_\_\_\_

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

**Revenue Budget Lines Amended:**

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
						\$ -
						\$ -
						\$ -
						\$ -
Total Adjustment					\$ -	

**Expenditure Budget Lines Amended:**

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
Total Adjustment					\$ -	

Department Head Approval: \_\_\_\_\_

Committee of Jurisdiction Approval: \_\_\_\_\_

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

Date \_\_\_\_\_

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: \_\_\_\_\_

# Budget Adjustment

## Purpose

To comply with State Statute 65.90 (5)

## Policy

A budget adjustment should be made when increasing /(decreasing) both your revenue budget and expenditure budget or when requesting funds from an area of the budget outside it's originally budgeted department. These changes come from new grants or changes in grant monies, transfers from sources in the county outside a department's original budget, etc. No budget rollup code should exceed the adopted budget at any time during a fiscal year.

## Procedure

To initiate a budget adjustment, the department head shall notice the review, discussion & action of this completed & signed form on the next monthly meeting agenda of their committee of jurisdiction. If the Budgetary Adjustment is approved by the committee of jurisdiction the signed copy of this form shall be forwarded to the County Clerk to be noticed on the Finance Committee agenda for review, discussion & action.

Upon Finance Committee approval the signed Budgetary Adjustment form shall be forwarded to the County Clerk to be noticed on the County Board agenda for review, discussion and action.

Per WI Stats 65.90(5)(ar) the Budgetary Adjustment must be authorized by a vote of two-thirds of the entire membership of the County Board.

A department representative must be available at each meeting to address any questions or concerns that may arise during review and discussion.

## BUDGET LINE ITEM TRANSFER PROCEDURES

A line-item transfer (LIT) will be made prior to any rollup code balance exceeding the budget. Transactions will not be posted to the line-item if funds are not sufficient. A transfer of budget funds from another line-item will be initiated with prior approval.

Transactions will be charged to the appropriate revenue/expense account, not arbitrarily charged to accounts where unused budget funds are available.

To transfer from one line-item to another within a department's annual budget, not to exceed the adopted budget will be followed:

1. To initiate the line item transfer process, the Department Head shall review and verify that the item is within the department's approved budget, compile, and sign the Request for Line Item Transfer form.
2. Notice the discussion and action on the next monthly meeting agenda of their committee of jurisdiction.
3. If the Request for Line Item Transfer is approved by the committee of jurisdiction, provide the signed copy of the form to the County Administrator for approval.

# REQUEST FOR LINE ITEM TRANSFER

**Date:** \_\_\_\_\_  
**Department:** \_\_\_\_\_  
**Amount:** \$ \_\_\_\_\_ -  
**Budget Year Amended:** \_\_\_\_\_

**From Account**

Org	Object	Project	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
<b>Total Transfer</b>					\$ -		

**To Account**

Org	Object	Project	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
<b>Total Transfer</b>					\$ -		

**Explanation for Transfer:**

---



---



---



---



---



---



---

**Department Head Approval:** \_\_\_\_\_

**Committee of Jurisdiction Approval:** \_\_\_\_\_

\_\_\_\_\_ Date

Send to County Administrator's Office

**COUNTY ADMINISTRATOR Approval:** \_\_\_\_\_

\_\_\_\_\_ Date

# **Transfer**

## Purpose

To transfer budgeted expense/revenue amounts from one line item to another within the same budget so as not to exceed adopted budget by rollup code.

## Policy

A transfer of funds should be made prior to any rollup code balance exceeding the budget as adopted.

No transactions should be posted to any budget line item if there are not adequate budgeted funds available to cover those transactions during that fiscal year.

In the event a department has insufficient rollup code budgeted funds available to cover the balance of proposed transactions, a transfer of budget funds from another individual line item within that department's budget to cover those transactions may be initiated with prior approval.

All transactions shall be charged to the appropriate revenue/expenditure account, not arbitrarily charged to accounts where unused budget funds are available.

## Procedure

To initiate the Line Item Transfer process, the department head shall notice the review, discussion & action of this completed and signed form on the next monthly meeting agenda of their committee of jurisdiction.

If the Line Item Transfer is approved by the committee of jurisdiction the signed copy of this form shall be forwarded to the County Administrator for approval.