



MONROE COUNTY BOARD OF SUPERVISORS

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

NOTICE OF MEETING

ADMINISTRATION & PERSONNEL COMMITTEE

DATE: Tuesday, May 14, 2024
TIME: 9:00 a.m.
PLACE: Monroe County
County Board Assembly Room
210 W. Oak Street – Room 1200
Sparta, WI 54656

SUBJECT MATTER TO BE CONSIDERED

1. Call to Order/Roll Call
2. Election of Committee Vice-Chair – Discussion/Action
3. Establishment of Monthly Meetings Date/Time – Discussion/Action
4. Date/Time for Self-Insurance Plan Meeting – Discussion/Action
5. Next month's Meeting Date/Time
6. Minutes Approval of April 9, 2024
7. Public Comment
8. Resolution(s) – Discussion/Action
 - a. Resolution in Support of Housing for Homeless Veterans
 - b. Resolution in Support of Funding for County Child Support IT Modernization Project
 - c. Resolution Authorizing the Establishment of a Full-Time Assistant Corporation Counsel Position
 - d. Resolution Authorizing the Establishment of Levy Funding for the Land Information Officer/GIS Coordinator Position
 - e. Resolution Authorizing Changes to the Monroe County Personnel Policy Manual – Monroe County Administrator Succession Plan
 - f. Resolution Establishing 2025 Annual Budgeted Allocation for Cost of Living and Pay for Performance Adjustments
9. RFP Recommendation(s) – Discussion/Action
 - a. Register of Deeds – On Site Scanning and Conversion Project RFP
 - b. Information Technology – Permit Tracking, Property Assessment, Tax Collection Software RFP
 - c. Human Resources – Wellness and Self Care RFP
 - d. Human Resources – Onsite Clinic RFP
10. Review of Monroe County Policies for Acceptance of Lands via Quit Claim Deed in Lieu of Foreclosure for Remnant Parcels and Parcels that are Entirely Public Road Right of Way – Discussion/Action
11. Information Technology Director Report
12. Human Resources
 - a. Infectious Disease Personnel Policy Manual (4.61) –Discussion/Action
 - b. Director Report

**ADMINISTRATION & PERSONNEL COMMITTEE MEETING
May 14, 2024**

13. County Administrator
 - a. Official County Business Hours - Discussion
 - b. Administrator Report
14. Next Month's Agenda Items
15. Adjournment

Wallace Habegger, Committee Chair

Date notices mailed: May 8, 2024

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

Administration & Personnel Committee
April 9, 2024

Present: Wallace Habhegger, Todd Sparks, James Kuhn, and Toni Wissestad

Absent: Jason Jandt

Others: Tina Osterberg, Richard Folkedahl, Pamela Pipkin, Deb Brandt, Tracy Thorsen, Hannah Olsen, Adrian Lockington, Lisa Aldinger Hamblin, Wes Revels, Chris Weaver, Jeremiah Erickson, Cedric Schnitzler, and Kerry Sullivan-Flock.

The meeting was called to order in the Monroe County Board Assembly Room at 9:00 A.M. by Chair Wallace Habhegger. Verbal Roll-call was taken.

- Public Comment – No individuals spoke to the Administration & Personnel Committee.
- Next meeting date for Administration & Personnel Committee will be May 14th at 9:00 A.M. in the Assembly Room. Jim Kuhn and Toni Wissestad will be absent.
- Minutes Approval – Motion by Todd Sparks, second by Toni Wissestad to approve March 12th 2024 minutes as amended: Change “Brant” to “Brandt,” “confirmation check that this will be” to “confirmation that this will be received,” and “to improve plumbing” to “to install plumbing.” Carried 4-0.
- Child Support
 - a) Director Report – Pamela Pipkin, Child Support Director spoke about the following:
 - Ceiling leak: It is a big leak and it is still leaking from the ceiling. Replacing the ceiling tiles is expensive, but this is affecting Child Support and Clerk of Courts. From what I understand, it is an issue with the roof and it is hard to identify where the leak is located. Derek has helped a lot, but this is still an issue.
 - Job Fairs: First Job Fair was held last month, the second one will be next week. Pamela explained that the good publicity for this event was able to have 12 employers reach out to be a part of the job fair. Local companies such as Kwik Trip, Arby’s, Fort McCoy, and more. It is going well.
 - Student Government Day: First one was held last month, and the second one will be tomorrow. Many different departments are involved, such as Dispatch, Clerk of Courts, Land Conservation, Victim Witness, Bailiff, District Attorney’s office, etc.
- Register of Deeds – Land Records Scanning Project RFP – Deb Brandt, Register of Deeds, cannot make a recommendation at this time. Deb will have a recommendation for the May 14th meeting. Committee Member, James Kuhn, asked about the delay. Adrian Lockington, Executive Assistant, explained that there was only one proposal received and it had errors. Had to re-publish to get more vendors.
- Information Technology Director Report – The Assembly Room is getting a microphone update. Instead of having a physical microphone, it will now be in the ceiling and has voice lift.
- Corporate Counsel – Could not discuss about the resolution authorizing the establishment of a Full-Time Assistant Corporation Counsel position at this time since Kerry Sullivan-Flock is in court, per Lisa Aldinger Hamblin, Corporate Counsel. Will be on next month’s agenda.
- Resolution Authorizing Changes to the Monroe County Personnel Policy Manual. Discussion. Todd Sparks motion to approve the last changes already instructed with 4.61, either pulled/not implemented. Discussion. Lisa Aldinger Hamblin, Corporate Counsel, suggested to

keep the old 4.582 until 4.61 can be discussed at County Board. Todd Sparks motion to approve Personnel Policy Manual without section 4.61. Toni Wissestad seconded. Discussion. Carried 4-0. Jim Kuhn motioned to remove "Strategic Plan" from 4.22.2. No one seconds, motion dies. Discussion. Todd Sparks to move on to next agenda item, seconded by Toni Wissestad. Carried 4-0.

- County Administrator
 - a) Official County Business Hours – Survey was sent out to staff and waiting on results to come back. Meeting in early May with the judges to see how they feel about changing County office hours.
 - b) Succession Plan Policy – The third month that this has been discussed. Tina Osterberg, County Administrator, feels that this has been walked through and the intention of the policy is a guide on where to go if any situations occurred. Tina explained that she is wanting to know if the committee is okay with the plan. Discussion. Todd Sparks motion to move forward "as is" only a few typos to correct. Toni Wissestad seconded. Discussion. Carries 3-1.
 - c) Administrator Report
 - RFP old repairs to court house
 - Self-Care RFP's are out and will be back in May. Will update committee at May meeting.
 - Well is installed, need to install plumbing in demo project
 - March evaluations went well with department heads
 - All pay adjustments & COLA with staff increase can be checked in MUNIS
 - New request for a Land GIS Coordinator at next month's meeting. Recording fees paid for this position; we need a new position and it will rely on the county levy
- Cybersecurity Insurance – Shelley Bohl, County Clerk, explained that the County has coverage through Liability Policy from Wisconsin County Mutual Insurance. Committee Board Member, Todd Sparks, asked about how much does Monroe County have for liability and Shelley Bohl, County Clerk, responded \$10 million per incident.
- Customer Service Survey – Tina Osterberg, County Administrator, spoke about the feedback from the public about the website. Public feedback touched over the accessibility of meeting agendas, finding committee minutes. Positive public feedback about McMullen Park, the Justice Department, and Tax Department for when it came to the payment portal.
- Review of Monroe County Policies for Acceptance of Lands via Quit Claim Deed in Lieu of Foreclosure for Remnant parcels and Parcels that are Entirely Public Road Right of Way. Kerry Sullivan-Flock arrived later during the committee meeting. Discussion. Kerry Sullivan-Flock said she did not schedule enough time to discuss the topic and would like this moved onto next month's agenda for discussion.
- Next Agenda Items:
 - a) Corporation Counsel resolution authorizing the establishment of a Full-Time Assistant Corporation Counsel Position
 - b) Review of Monroe County Policies for Acceptance of Lands via Quit Claim Deed in Lieu of Foreclosure for Remnant parcels and Parcels that are Entirely Public Road Right of Way
 - c) Infectious Disease Personnel Policy Manual (4.61)
- Motion to go into closed session by Toni Wissestad, second by Todd Sparks. Roll Call Vote: all others present. 11:50 A.M. Closed session.
 - a) Motion to leave closed session at 12:07 P.M. by Toni Wissestad, second by Todd Sparks. Roll Call Vote: All others present, left closed session at 12:07 P.M.

- Meeting adjourned by Wallace Habegger at 12:07 P.M.

Rachel Kreighbaum, Chief Deputy County Clerk
Recorder

RESOLUTION NO. _____

RESOLUTION IN SUPPORT OF HOUSING FOR HOMELESS VETERANS

1 **WHEREAS** more than 330,000 military veterans reside in the state of Wisconsin, according to the U.S.
2 Department of Veterans Affairs, and
3
4 **WHEREAS** veterans make up 13.4% of the adult population of Monroe County, the highest percentage of any
5 county in the state of Wisconsin, and
6
7 **WHEREAS** homelessness is a serious problem affecting veterans and their families, and
8
9 **WHEREAS** the number of veterans experiencing homelessness “increased by 7 percent between 2022 and
10 2023,” according to the National Alliance to End Homelessness, and
11
12 **WHEREAS** the UWM Center for Economic Development found that “over half of Wisconsin’s homeless
13 veterans live in rural areas,” and
14
15 **WHEREAS** the Wisconsin Department of Veterans Affairs (DVA) provides a variety of resources to assist
16 homeless veterans, including the Veterans Housing and Recovering Program (VHRP) and the Veterans
17 Outreach and Recovery Program (VORP), and
18
19 **WHEREAS** a 2023 report from the Legislative Fiscal Bureau found that the “current method of funding grant
20 and benefits programs administered by DVA is unnecessarily complex” and made a series of
21 recommendations that would simplify the department’s funding, and
22
23 **WHEREAS** the Veterans Rental Assistance Program (VRAP), which was established in 2022 to assist
24 veterans in paying rent and was funded with \$2 million in ARPA funds, has already been exhausted due to
25 “the overwhelming demand for much needed Veterans rental assistance,” and
26
27 **WHEREAS** Governor Evers proposed “the creation of a permanent veteran rental assistance program and a
28 new homelessness diversion program” in his 2023-2025 biennium budget, and
29
30 **WHEREAS** the Wisconsin Interagency Council on Homelessness (WICH) recommends a “permanent
31 Wisconsin Housing for Heroes veteran rental assistance program,” which would “be funded with \$1 million
32 annually and would assist veterans experiencing homelessness who do not qualify for HUD-VASH,” and
33
34 **WHEREAS** Monroe County believes in supporting our veterans, and providing them with the resources they
35 need.
36
37 **THEREFORE BE IT RESOLVED** that the Monroe County Board of Supervisors requests that the Governor
38 and state legislature continue to work together in a bipartisan way to support programs and services that will
39 reduce the number of homeless veterans in Wisconsin;
40
41 **BE IT FURTHER RESOLVED** that a copy of this resolution be forwarded to the Wisconsin Counties
42 Association; the offices of State Senator Patrick Testin, State Senator Brad Pfaff, Representative Nancy
43 VanderMeer, Representative Loren Oldenberg, and Representative Jill Billings; the Wisconsin Department of
44 Veterans Affairs; and the office of Governor Tony Evers.

Dated this 22nd day of May, 2024.

Offered By: Administration & Personnel Committee

Fiscal note: No cost to the County.

Statement of purpose: To support housing for homeless veterans.

Drafted by: Supervisor Adam Balz

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

RESOLUTION NO. _____

RESOLUTION IN SUPPORT OF FUNDING FOR COUNTY CHILD SUPPORT IT MODERNIZATION PROJECT

1 **WHEREAS**, Monroe County administers their Child Support Program on behalf of the state, providing a holistic
2 set of services to many of its 47,000 County residents including paternity establishment, assistance with finding
3 employment, obtaining child support and establishing health insurance orders for children, enforcing and
4 modifying these orders; and
5

6 **WHEREAS**, child support is one of the most effective anti-poverty programs in the state, with county child support
7 agencies serving approximately 343,000 children and collecting roughly \$864 million in support for families in
8 fiscal year 2022; and
9

10 **WHEREAS**, child support is proven to reduce childhood poverty rates, lead to better educational and behavioral
11 outcomes for children, and have a positive effect on food security, health, and housing stability; and
12

13 **WHEREAS**, county child support agencies work closely with both parents to ensure that they have the help they
14 need to be successful, including assistance with finding employment, referrals to other social service programs,
15 and right-sizing orders for individuals impacted by substance use disorders or other challenges; and
16

17 **WHEREAS**, Wisconsin's Child Support Enforcement Program is incredibly cost-effective, collecting an average of
18 \$5.96 in support for every dollar invested in the program; and
19

20 **WHEREAS**, each year, the child support enforcement program processes more than \$850 million in child support
21 collections, provides paternity establishment services for more than 23,000 children, creates and prints more than
22 1 million customizable documents at local agencies, and generates an additional 4 million form documents
23 centrally; and
24

25 **WHEREAS**, the Kids Information Data System (KIDS) is the primary system used by state, county, and tribal staff
26 for all of the child support enforcement case and financial management functions; and
27

28 **WHEREAS**, the child support agencies are challenged by software that was created in 1996, which lacks basic
29 modern functionality like drop-down menus and point-and-click technology and contributes to staffing challenges
30 as a majority of child support agencies report that it takes two or more years for new employees to be familiarized
31 and efficient with this system; and
32

33 **WHEREAS**, the Department of Children and Families prepared a report assessing the needs for modernizing its
34 child support enforcement information technology systems and identified several deficiencies in the current
35 system needing improvement, including that the KIDS system: (a) lacks a maintainable architecture; (b) lacks
36 modern functionality for its workforce and users; (c) does not provide necessary capabilities to support program
37 needs; and (d) does not support data-driven decision making; and
38

39 **WHEREAS**, the lack of automation and information needed by county child support caseworkers, and the limited
40 ability to customize current lists and reports, causes caseworkers to increase the amount of time they spend
41 preparing and reviewing reports to manage their caseloads; and
42

43 **WHEREAS**, as a result of system limitations, workers are then solving system problems instead of delivering
44 services, hampering their productivity and customer service; and
45

46 **WHEREAS**, working on a new system, which is called Thrive, for the Child Support Program commenced
47 development in January of 2021 and is expected to be implemented in 2027; and
48

49 **WHEREAS**, one-time funding of \$22,019,900 (\$7,486,800 GPR and \$14,533,100 Federal Match) was put in the
50 2023-2024 budget for the new system, which had to be spent in that biennium; and

51
 52 **WHEREAS**, continued funding for Thrive is needed in the next Budget for the work to continue on the new
 53 system.
 54
 55 **NOW, THEREFORE, BE IT RESOLVED** that the Monroe County Board of Supervisors support continued state
 56 funding for a child support modern web-based information technology system. This investment will ensure that
 57 Wisconsin counties can continue to effectively provide economic support to our children.

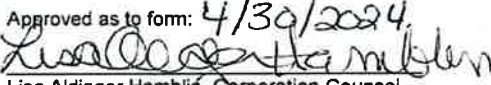
Dated this ____ day of _____, 2024.

Offered by Administration & Personnel Committee.

Fiscal Note: No county funding. The funding will need to be addressed in the state's next budget.

Statement of purpose: To support funding of the child support Thrive system.

Drafted by Pamela Pipkin, Monroe County Child Support Director

Finance Vote (if required): ____ Yes ____ No ____ Absent ----- Approved as to form: 4/30/2024  Lisa Aldinger Hamblin, Corporation Counsel	Committee of Jurisdiction Forwarded on: _____, 20__ VOTE: ____ Yes ____ No ____ Absent Committee Chair: _____ _____ _____
<input type="checkbox"/> ADOPTED <input type="checkbox"/> FAILED <input type="checkbox"/> AMENDED <input type="checkbox"/> 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 <i>A raised seal certifies an official document.</i>

RESOLUTION AUTHORIZING THE ESTABLISHMENT OF A FULL-TIME ASSISTANT CORPORATION COUNSEL POSITION

1 **WHEREAS**, the Monroe County Corporation Counsel request the establishment of a full-time Assistant
2 Corporation Counsel position in the Corporation Counsel Office starting January 1, 2025; and

3
4 **WHEREAS**, there are increased demands upon the office to assist with legal guidance to multiple departments
5 within the county as well as to the leadership in the county; and

6
7 **WHEREAS**, the Monroe County Department of Human Services case numbers have increased which in turn
8 causes more demand for the office; and

9
10 **WHEREAS**, Corporation Counsel manages a number of cases on a daily basis and many of the cases managed
11 by Corporation Counsel have strict time limits; and

12
13 **WHEREAS**, there is an expansion of the areas of focus well beyond daily court operations which requires
14 additional research involved in this expansion; and

15
16 **WHEREAS**, there are also continual changes in state and federal regulations that require review and ongoing
17 education; and

18
19 **WHEREAS**, the ordinances for the county are being updated but not at the pace desired by administration. The
20 ordinances are important to increase the local response to address community, health, safety, and welfare.

21
22 **NOW, THEREFORE, BE IT RESOLVED** by the Monroe County Board of Supervisors, that they do hereby
23 authorize the establishment of a full-time Assistant Corporation Counsel, effective January 1, 2025.

24
25 Dated this 22nd day of May, 2024.

26
27 Offered by the Administrative & Personnel Committee.

28
29 Fiscal Note: The cost of salary and fringe benefits for a full-time Assistant Corporation Counsel position would be
30 \$127,223 annually. The equivalent cost of a full-time position would be covered by approximately 40% charged to
31 Child Support and 60% charged to Human Services. The resolution will require a simple majority vote of the
32 entire membership of the Monroe County Board of Supervisors for approval.

33
34 Purpose: To create a full-time Assistant Corporation Counsel effective January 1, 2025.

Finance Vote (If required): ____ Yes ____ No ____ Absent	Committee of Jurisdiction Forwarded on: _____, 20____ ____ Yes ____ No ____ Absent
Drafted & Approved as to form on _____ _____ Lisa Aldinger Hamblin, Corporation Counsel	Committee Chair: _____ _____ _____
<input type="checkbox"/> ADOPTED <input type="checkbox"/> FAILED <input type="checkbox"/> AMENDED <input type="checkbox"/> 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 <i>A raised seal certifies an official document.</i>



New Position Analysis

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

Date: April 25, 2024	Department: Corporation Counsel
Department Head Name: Lisa Aldinger Hamblin	

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):

There are increased demands upon the office to assist with legal guidance to multiple departments within the county as well as to the leadership in the county. As the Monroe County Department of Human Services grows and case numbers increase, there are more demands. Corporation Counsel manages a number of cases on a daily basis and many of the cases managed have strict time limits. There is also an expansion of the areas of focus well beyond daily court operations which require additional research to be done involving this expansion. There are also continual changes in state and federal regulations that require review and ongoing education. The ordinances for the county are being updated but not at the pace desired by administration and the ordinances are important to increase the local response to address community, health, safety, and welfare.

Suggested Title: Assistant Corporation Counsel			
Personnel Director's Recommended Classification:		Grade: T	FLSA Class: Exempt
Full-time:	<input checked="" type="checkbox"/>	Part-time: /hours	Projected Start Date: January 1, 2025

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.
41.26	85,821	5,922	5,321	1,245	44	27,955	897	18

1. Where will the funds for this position come from?
 The equivalent cost of a full-time position would be covered by approximately 40% charged to Child Support and 60% charged to Human Services.
 The Monroe County Child Support Agency receives a 66% reimbursement from the state.
2. What equipment will need to be purchased for this position (desk, etc.)?
 computer
 - a. Is office space presently available? yes Where? Corporation Counsel
 - b. Estimated cost of needed equipment? \$900
 - c. Is the cost of needed equipment in the department budget? No
3. What is the grand total cost of all items this fiscal year? \$128,123
4. What is the annual cost of salary and fringes, thereafter? \$127,223

Supervisory Responsibility (if applicable):

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

Corporation Counsel has contact with multiple departments in the county. Legal guidance and direction is provided to employees within the county. There is no direct supervisory role with this position.

2. Number of employees Directly supervised: 0 Indirectly: _____

List the position titles that will report to this position:

3. What position title will this position report to? Corporation Counsel

County Administrator – Action:

Date: 4/29/2024	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:	Assistant Corporation Counsel	Date:	9/2023
Department:	Corporation Counsel	Pay Grade:	T
Reports To:	Corporation Counsel	FLSA Status:	Exempt

POSITION SUMMARY

This position provides legal representation for the County, its County Board, agents, boards, committees, and departments as described under Wisconsin State Statute as directed by the Corporation Counsel. Under the direction of the Corporation Counsel, this position represents and advises County leadership in civil matters, and responds to legal inquiries, rendering legal assistance and opinions, litigating cases, and drafting policies, procedures, ordinances, contracts and legal documents.

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. Commences or defends lawsuits and other legal actions or proceedings involving the County.
2. Advises all departments, agencies, committees, boards and commissions on the Wisconsin Open Meetings Law and Public Records Law and provides legal guidance and assistance to records custodians responding to public records requests. Responds to open records requests and advises other departments on open records requests.
3. Provides legal representation of the County or State regarding any civil litigation defense of behalf of Monroe County and acts as liaison between the county and any outside counsel in any litigation defense; and Wis Stat. Chapters 51, 54, 55, 48, 938, and 767.
4. Serves as parliamentarian to the County Board advising the Chair and the County Board on Robert's Rule of Order; provides guidance on procedure, practices, policies and resolutions to Board members and committees and attends meetings as requested.
5. Drafts petitions, orders, motions, affidavits, letters, subpoenas, discovery demands, stipulations, memoranda, briefs, and other supporting documents.
6. Conducts depositions and examines witnesses.
7. Provides case management for the County by drafting petitions, citations, complaints, orders, resolutions, briefs, opinion letters, ordinances, contracts, deeds, judgments, easements and other legal documents as required.
8. Advises the Child Support Agency and provides statutory and contractual legal representation for child support and paternity cases by attending agency meetings, drafting, reviewing and approving documents and appearing at hearings.
9. Works with Department of Human Services (DHS) social workers with intake and ongoing case management questions.
10. Advises the DHS in Child in Need of Protection and Services (CHIPS) and Juvenile in Need of Protection of Services (JIPS) cases which may include detention hearings, draft petitions and other documents, initial appearances, pretrial negotiations, motions, jury trials and trial preparation.
11. Prosecutes County ordinances which are not based on criminal state statutes, generally involving zoning, sanitation, and animal control.

12. Engages with committees, members of the public, the County Board, the judiciary, the District Attorney's office, the Public Defender's office, and the various County departments regarding the formulation of policies, ordinances, local court rules, and reform efforts, as assigned.
13. Other duties as assigned.

MINIMUM REQUIRED QUALIFICATIONS

- Juris Doctorate degree and licensed to practice law in the State of Wisconsin.
- Two (2) years legal experience in a government or municipal legal setting or law firm.
- Must successfully pass criminal background check.

PREFERRED QUALIFICATIONS

- Legal experience prosecuting cases under ch. 48, 51, 54, 55, 767, 938 of the Wisconsin Statutes.

REQUIRED JOB COMPETENCIES

- Knowledge of County ordinances and of general municipal State, Federal statutes, common law and administrative rules and regulations; and of constitutional laws affecting County government in Wisconsin Knowledge of County ordinances particularly as relating to authority, functions, operations and programs within County departments.
- Knowledge of principles, materials and practices necessary to conduct legal research.
- Knowledge of judicial procedures and rules of evidence.
- Knowledge of legal terminology, legal format, and processes.
- Knowledge of Wisconsin Statutes and ongoing statutory changes, procedural changes, and form changes.
- Knowledge of parliamentary procedure.
- Ability and skill to draft legal pleadings, briefs, opinions, and memoranda in a timely and accurate manner.
- Knowledge of principles, procedures, and techniques of labor contracts and negotiations.
- Knowledge of the County and Department's operating requirements, policies, procedures, and practices; and local, State, and Federal regulations related to department programs and operations.
- Skill in analyzing complex legal information and issues, defining problems and evaluating alternatives and recommending methods, procedures and techniques for resolution of issues. Ability to research and analyze complex legal information and make appropriate recommendations.
- Ability to organize, assign, and modify the work assignment of others, and (re)-establish priorities to meet deadlines.
- Ability to cross-train, provide support and back up for co-workers.
- 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. Ability to develop, interpret and implement regulations, policies, procedures, written instructions, general correspondence, and other department-specific documents.
- 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 legal research databases, 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.
- 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; maintain professionalism at all times and effective working relationships with individuals within and outside the organization.
- Ability to maintain confidentiality and discretion regarding confidential and sensitive files, reports, materials and conversations in compliance with applicable State and Federal statutes and regulations.
- Ability to work the allocated hours of the position.

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 generally in a moderately noisy office setting.
- May require dealing 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 AUTHORIZING THE ESTABLISHMENT OF LEVY FUNDING FOR THE LAND INFORMATION OFFICER/GIS COORDINATOR POSITION

1 **WHEREAS**, the Land Information Officer/GIS Coordinator position was created with resolution 08-15-06 to be
2 funded annually by retained fees received through register of deeds recordings and grants; and
3

4 **WHEREAS**, the Land Information Officer/GIS Coordinator is responsible for administering the County's GIS
5 program and E911 addressing program. They are responsible for creating, analyzing and maintaining a wide
6 variety of land information and conveying that information in various formats to other departments, government
7 agencies, and the general public; and
8

9 **WHEREAS**, grant funding and retained fee mechanisms used to assist funding in land information office hasn't
10 changed since July 1st, 2013, despite a dollar today only purchasing about 75% of what it did then, per US Bureau
11 of Economic Analysis Data, Personal Consumption Expenditure Inflation is 27.49% since the start of 2013; and
12

13 **WHEREAS**, the mortgage interest rates have increased for a number of years and remain high and as a result
14 the amount of document recordings have decreased to 30 year lows, reducing the pool of extra money available
15 from the state to fund land information offices in the form of grants; and
16

17 **WHEREAS**, the retained fee balance and grant revenues are not sufficient to cover the Land Information
18 Officer/GIS Coordinator position in whole along with other required expenses off the county levy.
19

20 **NOW, THEREFORE, BE IT RESOLVED** by the Monroe County Board of Supervisors that they do hereby
21 authorize the full-time Land Information Officer/GIS Coordinator position to be maintained and partially funded
22 with county levy.

Dated this 22nd day of May, 2024

Offered by the Administration & Personnel Committee

Purpose: Approve maintaining the full-time Land Information Officer/GIS Coordinator position and allowing county
levy to fund a portion of the position effective January 1, 2025.

Fiscal Note: The current cost for salary and fringe benefits for the full-time Land Information Officer/GIS
Coordinator position is \$82,369 annually. This resolution would authorize the position to be funded partially with
county levy dollars going forward. The resolution will require a simple majority vote of the entire membership of
the Monroe County Board of Supervisors for approval.

Drafted by: County Administrator, Tina Osterberg

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

Approved as to form on _____

Lisa Aldinger Hamblin, Corporation Counsel

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

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.

RESOLUTION NO. 08-15-06

RESOLUTION AUTHORIZING ESTABLISHMENT OF A GEOGRAPHIC INFORMATION SYSTEMS (GIS) SPECIALIST POSITION IN THE MONROE COUNTY SANITATION & ZONING DEPARTMENT

WHEREAS, the Monroe County Administrative/Executive and Personnel & Bargaining Committees request the establishment of a full-time GIS Specialist position in the Sanitation & Zoning Department; and

WHEREAS, the GIS Specialist is responsible for administering the County's GIS program and E911 addressing program, also for creating, analyzing and maintaining a wide variety of land information and conveying that information in various formats to other departments, government agencies, and the general public.



NOW, THEREFORE, BE IT RESOLVED by the Monroe County Board of Supervisors that they do hereby authorize the establishment of a GIS Specialist position in the Sanitation & Zoning Department effective January 1, 2016.

Dated this 26th day of August 2015.

OFFERED BY THE PERSONNEL & BARGAINING COMMITTEE:






Administrative/Executive Committee review: June 16, 2015 4-0
Personnel & Bargaining Committee action: August 11, 2015 3-0
Finance Committee review: 5-0
Approved by County Administrator: 
Approved by Corporation Counsel: 

Fiscal note: Annual cost of \$69,672 in salary, benefits and equipment to be included in the 2016 budget.

PURPOSE: Approve a GIS Specialist position in the Sanitation & Zoning Department effective January 1, 2016.

No tax levy dollars used in 2016. If funding is reduced or discontinued, this position will be reviewed.

New Position Analysis



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

Date: 04/12/2024	Department: Sanitation & Zoning
Department Head Name: Alison Elliott	

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):

If this position is not retained, people will need to be tasked with the following duties, issue rural addresses, maintain NG911 data for dispatch, maintenance of PLSS and any layers tied to it, including jurisdictional layers, tax parcels and more, administrate permissions for our ESRI software, coordinate general GIS activities for the county, generate mapping related information for other departments, complete state required LIO duties such as hold land information council meetings, update the County Land Information Plan every three years, apply for and manage annual WLIP grants, manage, fill out grant and retained fee reports annually, apply for NG911 GIS specific grants through WDMA, coordinate aerial imagery and lidar acquisitions, prepare the land records department budget, and finally respond to departmental, county board & committee, and public inquiries related to spatial data and more. There are areas of expertise that I have, which other employees are not trained on, and fall outside of their job descriptions. Numerous positions would be affected and my duties would take away from their core tasks and function, but someone will need to carry out the LIO tasks in order for Monroe County to remain eligible to retain fees and receive grant funds.

Suggested Title: Land Information Officer - GIS Coordinator			
Personnel Director's Recommended Classification:		Grade: O	FLSA Class: Exempt
Full-time:	<input checked="" type="checkbox"/>	Part-time: /hours	Projected Start Date: January 1, 2025 - Levy 2025 Budget

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.
34.17	71,620	4,942	4,441	1,039	37	27,955	897	18

1. Where will the funds for this position come from?
 The county levy, but an undetermined amount could be offset by grant funds or retained fees. The amount would vary annually. Grant funds and retained fees usually fund the office to approximately \$101,000, but this money also covers software and project expenses.
2. What equipment will need to be purchased for this position (desk, etc.)?
 None. The LIO-GIS Coordinator already exists off the levy.
 - a. Is office space presently available? Yes Where? 777 S Black River Street
 - b. Estimated cost of needed equipment? Zero
 - c. Is the cost of needed equipment in the department budget? N/A
3. What is the grand total cost of all items this fiscal year? \$110,950, minus \$27955 for health insurance, currently does not take health insurance.
4. What is the annual cost of salary and fringes, thereafter? \$110,950, minus \$27955, subject to any merit pay or wage adjustments.

Supervisory Responsibility (if applicable):

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

Not Applicable

2. Number of employees Directly supervised: 0 Indirectly: 0

List the position titles that will report to this position:

3. What position title will this position report to? Zoning and Sanitation Director

County Administrator – Action:

Date: 4/30/2024 Position Approved: Position Denied:

Committee of Jurisdiction: Administration & Personnel – Action:

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

Administration & Personnel Committee – Action:

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

Finance Committee – Action on Fiscal Note:

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

County Board – Action:

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



JOB DESCRIPTION

Title:	Land Information Officer/GIS Coordinator	Date:	9/2023
Department:	Sanitation	Pay Grade:	O
Reports To:	Zoning and Sanitation Director	FLSA Status:	Exempt

POSITION SUMMARY

This position is responsible to administer the County's GIS program and E911 addressing program and serves as the County's Land Information Officer.

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. Designs, develops, implements, maintains, supports, tests, and trains staff for the County's Geographic Information Systems.
2. Creates, updates, and maintains geospatial data and ensures access and distribution to GIS users and the public.
3. Administers GIS Server, including GIS and Database Management System maintenance, granting and removing user permissions, authorizing and configuring software, and implementation of appropriate backup procedures.
4. Oversees development, improvement and is the contact for technical support for County online GIS mapping resources.
5. Establishes priorities and allocates resources for systems modifications and data development requests.
6. Ensures system integration with other related computer systems, coordinating with other departments providing GIS expertise.
7. Works directly with external vendors at a technical level to define system requirements, resolve application issues, and implement technical solutions.
8. Analyzes GIS requirements, prepares documentation reflecting procedures, and prepares program specifications conforming to established industry standards.
9. Develops and delivers user training on system functionality or system upgrade changes, as needed.
10. Works with all departments to meet their GIS and mapping needs and provides technical assistance and guidance to GIS users.
11. Responsible for geospatial integration with the County 911 dispatch system
12. Responsible for administration of the County addressing system.
13. Develops and coordinates custom geographic information system projects for departments and outside agencies, including program code modifications.
14. Coordinates use and development of GIS systems with other departments.
15. Coordinates and ensures data integration with outside agencies.
16. Documents GIS systems and applications.

17. Responsible for the acquisition, maintenance, and operation of large format plotter and other GIS-specific hardware.
18. Serves as the County Land Information Officer (LIO) with associated statutory functions and duties-Section 59.72(3).
19. Directs staff technical assistance to other municipalities within the County as needed.
20. Assists with the processing of real property information as provided from Register of Deeds and local and state sources when needed.
21. Oversees tax parcel mapping and GPS data collection to support accurate property assessment and collection of taxes.
22. Serves on the Land Information Council to develop long range and comprehensive land information program planning.
23. Assists other County departments, the County Board and tax payers with GIS information.
24. Assists County staff, local municipalities, and the general public in obtaining and using land information.
25. Prepares specialized map products as directed by the County Board, and County committees, or department head.
26. Coordinates the maintenance of the land records web portal.
27. Educates and assists the public on using GIS website and land records web portal.
28. Provides government agencies with changes to municipal boundaries and wards and other jurisdictional boundaries.
29. Notifies WDNR of parcels enrolled in the Managed Forest law Program that have boundary problems.
30. Submits our GIS data to the DOA pursuant to a statutory directive to achieve a statewide digital parcel map.
31. Acquire coordinate data in the field with GPS equipment if necessary to complete mapping projects.
32. Serves as a member of the county Emergency Operations Center depending on the level of activation.
33. Understands, interprets and reacts to changes in statutory and administrative rules and regulations pertaining to land records, etc.
34. Prepares and monitors budget for the Land Information Department.
35. Completes the voucher process for processing of vendor payments as needed.
36. Manages grant application development and administration for land information department functions.
37. Other duties as assigned.

MINIMUM REQUIRED QUALIFICATIONS

- Bachelor's Degree in GIS, Geography, Planning, Environmental Science, Computer Science, or other related field and five (5) years' professional work experience in GIS.
- Experience with and working knowledge of ArcGIS Pro, ArcGIS Desktop, ArcGIS Enterprise, and ArcGIS Online.
- Experience with Microsoft SQL Server database management.
- Experience with web programming and design of internet-based applications.

PREFERRED QUALIFICATIONS

REQUIRED JOB COMPETENCIES

- Knowledge of Geography, Cartography, and Geographic Information Systems: theories, principals, and standard best practices.
- Knowledge of GIS/Database management, Asset management, and reporting software.
- Knowledge of the developments and trends in the field.
- Knowledge of administrative policies and procedures of the County.
- Knowledge of current office practices and procedures and knowledge of the operation of standard office equipment and software.
- Ability to establish and maintain accurate records of assigned activities and operations.
- 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 with minimal direction and supervision.
- Ability to think quickly, maintain self-control, and adapt to stressful situations.
- Knowledge of computer software including word processing, spreadsheet and database applications consistent for this position.
- Ability to perform mathematical calculations required of this position.
- Ability to understand and effectively carry out verbal and written instructions.
- 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.
- Knowledge of the County and Department's operating requirements, policies, procedures, and practices; and local, State, and Federal regulations related to department programs and operations.
- 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 interpret and implement local policies and procedures; written instructions, general correspondence; Federal, State, and local regulations.
- Ability to think quickly, maintain self-control, and adapt to stressful situations.
- 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 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 performed may require ambulation to a significant degree on rough terrain.
- Work is primarily in an office setting, although field work may occur on occasion.
- Work may be in adverse weather conditions where variations and extremes in environmental factors such as temperature, odors, noise, wetness, and/or dust, may cause some discomfort and where there is a risk of minor injury.

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

EMPLOYEE ACKNOWLEDGEMENT

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

Employee Signature

Date

Employee Printed Name

RESOLUTION AUTHORIZING CHANGES TO THE MONROE COUNTY PERSONNEL POLICY MANUAL – MONROE COUNTY ADMINISTRATOR SUCCESSION PLAN

1 **WHEREAS**, the Monroe County Administration and Personnel Committee recommends approval of the Personnel
2 Policy Manual addition proposed by the County Administrator to Appendix O Monroe County Administrator
3 Succession Plan Policy as referenced on the attached document; and

4
5 **WHEREAS**, to plan for a leadership transition and create stability in the incident that a short-term, long-term, or
6 permanent leadership change were to occur, will provide for continued operations without disruption and ensure
7 County commitments are adequately executed; and

8
9 **WHEREAS**, having a succession plan provides a roadmap for current and future Administration and Personnel
10 Committee and Board of Supervisor members to move forward.

11
12 **NOW, THEREFORE BE IT RESOLVED** by the Monroe County Board of Supervisors that effective this date they do
13 hereby authorize the proposed Personnel Policy Manual addition as set out in the attached document, to go into
14 effect immediately.

Dated this 22nd day of May 2024.

Offered by the Administration & Personnel Committee.

Purpose: Approve added language to Personnel Policy Manual in Appendix O Monroe County Administrator Succession Plan Policy, to go into effect immediately to ensure a plan for a smooth transition in the case of a short-term, long-term, or permanent absence by the County Administrator position.

Fiscal note: No direct costs in 2024.

Drafted by: County Administrator, Tina Osterberg

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

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

Approved as to form on _____

Lisa Aldinger Hamblin, Corporation Counsel

Committee Chair: _____

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

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

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

Executive Assistant Succession Work Plan

Reclassification:

What Position: Executive Assistant position (inclusive of previous titles in County Administrator's Office)

New Title: Chief Deputy County Administrator

Requirements for position reclassification:

- Attendance at WCA Legislative and Annual Conferences
- Attend Wisconsin City/County Manager Association (WCMA) Leadership Seminars
- Completion of Local Government Leadership Academy
- Completion of NACo High Performance Leadership Program
- Completion of Certified Public Manager (CPM) Program
- Complete a minimum of 5 years in the Monroe County Executive Assistant position

Reclassification initiation - County Administrator shall review and document completed requirements annually

When all requirements have been met, meet and discuss reclassification with Human Resource Director and Executive Assistant

Reason for Position:

- Facilitate smooth operations should the county administrator be absent for an extended period of time.
- Plan for succession of County Administrator should the need arise.
- Allow for cross training of staff member over 5 plus years:
 - Attend committee meetings to gain knowledge of county operations and challenges
 - Gain historical county operations knowledge
 - Coordination of administrative and management functions
 - Staff oversight and policy review
 - Budget preparation and proposal
 - External and internal training of fiscal management
 - Key member of discussions related to attracting, retaining, and developing a high quality workforce
 - Participate in leadership training
 - Advising department heads
 - Attend WCA Legislative Conference and Annual Conference forums to enhance knowledge of State and Federal administrative, legislative and judicial developments that may impact the County.
 - Gain knowledge of county policies, methods, and procedures
 - Form effective working relationships with department heads and county board supervisors
 - Create relationships with local and State legislators
 - Build local and state business relationships
 - Gain knowledge of community dynamics including intergovernmental relations and civic organizations

Additional Requirement to be Qualified for County Administrator Succession:

- Degree in Public Administration

APPENDIX O



MONROE COUNTY ADMINISTRATOR SUCCESSION PLAN POLICY

PURPOSE

A change in executive leadership is inevitable for all organizations and can be a very challenging time. Proper planning and policy development in regards to succession issues can help limit the problems of leadership transition and provide a degree of stability. The purpose of this policy is to prepare Monroe County for both planned and unplanned, and short-term and long-term changes in executive leadership in a manner that ensures the healthy functioning, stability and accountability of the organization.

POLICY

The County Board has the responsibility to assess the permanent leadership needs of the organization to help ensure the selection of a qualified and capable leader who is representative of the community, a good fit for the organization's mission, vision, values, goals, and objectives and who has the necessary skills to lead the organization.

To ensure that the organization's operations are not interrupted while the Administration and Personnel Committee recruits a permanent County Administrator, the board may appoint an interim executive leadership as described in the Succession Policy. The interim County Administrator shall ensure that the organization continues to operate without disruption and that all organizational commitments previously made are adequately executed.

RESPONSIBILITY AND AUTHORITY

If the County Administrator is not available, the Executive Assistant or other designee approved by the Administration & Personnel Committee will assume the responsibility only until such time that a County Administrator is properly appointed by the County Board.

PROCEDURES

(1) PRIORITY FUNCTIONS OF THE COUNTY ADMINISTRATOR

The full County Administrator position description is attached to this plan among the duties listed in the position description, the following are considered to be the key functions of the Administrator and have a corresponding Temporary Staffing Strategy.

(a) Definitions

1. A temporary absence is one in which it is expected that the County Administrator will return once the events precipitating the absence are resolved.
2. An unplanned absence is one that arises unexpectedly, in contrast to a planned leave such as vacation or a sabbatical.

Key Functions	Temporary Staffing Strategy
Leadership	Executive Assistant
Board Administration & Support	Executive Assistant
Services and Programs	Applicable Department Head
Financial Management	Finance Director
Human Resources Management	Human Resources Director
Spokesperson	Corporation Counsel

The positions assigned in the Temporary Staffing Strategy are based on Monroe County organizational structure as of February 1, 2024. In the event this plan is implemented and assigned positions are vacant or no longer available, the County Administrator or the County Board Chair (in the absence of the Administrator) shall select other senior staff to support each of the key Administrator functions.

(2) SUCCESSION PLAN IN THE EVENT OF A TEMPORARY SHORT-TERM ABSENCE

(a) Definition

A short-term absence is less than 90 days

(b) Procedure

For temporary planned or unplanned short-term absences, the Temporary Staffing Strategy described above shall be initiated as directed by the County Administrator, or Administration and Personnel Committee in the absence of the County Administrator.

(3) SUCCESSION PLAN IN THE EVENT OF A TEMPORARY LONG-TERM ABSENCE

(a) Definition

A long-term absence in 90 consecutive days or more.

(b) Procedure

Procedures and conditions to be followed shall be the same as for a temporary short-term absence with the following additions:

1. Appointing Acting County Administrator
 - a. For temporary absences for 90 days or more, and considering the accessibility of the County Administrator, the Administration and Personnel Committee may appoint the Executive Assistant, an alternate designee, or continue to implement the Temporary Staffing Strategy.
2. The Administration and Personnel Committee shall give immediate consideration, in consultation with the County Administrator to temporarily filling the position left vacant by the temporary assignment to Acting County Administrator, or reassigning priority responsibilities where help is needed to other staff. This is in recognition that, for a term of 90 days or more, it may not be reasonable to expect the Acting County Administrator to carry the duties of both positions.
3. The County Board Chair and Administration and Personnel Committee are responsible for gathering input from staff and reviewing the performance of the Acting County Administrator according to the organization's Performance Review Policy. A review may be completed between 30 and 45 days.

(c) Board Oversight and Support to the Acting County Administrator

The Acting County Administrator shall have the authority and duties of the County Administrator and shall report and be accountable to the County Board and the Administration and Personnel Committee as would the County Administrator.

(4) SUCCESSION PLAN IN THE EVENT OF A PERMANENT ABSENCE

(a) Definition

A permanent absence is one in which it is firmly determined that the County Administrator will not be returning to the position.

(b) Procedure

Procedures and conditions to be followed shall be the same as for a temporary short-term absence with the following additions:

1. The Administration and Personnel Committee shall consider the need to appoint or hire an Interim County Administrator.

(c) Hiring an Interim County Administrator

1. Recommended position first in line to be Interim County Administrator is the Executive Assistant.
2. If an Interim County Administrator is hired, the County Board Chair and Administration and Personnel Committee shall negotiate a contract agreement with a defined scope of work.
3. The Scope of the agreement with an interim County Administrator shall be determined based on an assessment of the organization's needs at the time of the leadership transition.

(d) Responsibilities of the Interim County Administrator

An interim County Administrator shall have full authority for day-to-day decision-making and independent action as the regular County Administrator.

(e) Board Oversight and Support to the Interim County Administrator

1. The Interim County Administrator reports to the County Board Chair.
2. The Administration and Personnel Committee shall be alert to the special support needs of the Interim County Administrator in this temporary role.
3. The County Board Chair and Administration and Personnel Committee will consult with staff and the Interim County Administrator to assure a smooth transition within 2 months and at least quarterly thereafter.

(5) COMMUNICATION PLAN

Upon appointment of an Acting or Interim County Administrator, the County Board Chair, Acting or Interim County Administrator, and Administration and Personnel Committee shall announce the organization's temporary leadership to staff and the County Board.

(6) SALARY ADJUSTMENTS

- (a)** There shall be no salary adjustment for the Temporary Staffing Strategy.
- (b)** An appointment to Acting or Interim County Administrator shall be paid as determined by policy.

(7) CROSS TRAINING PLAN

The County Administrator shall exercise best efforts to train staff for each of the key functions of the Administrator listed above and ensure that procedures are in place to achieve the objectives of this policy.

(8) COUNTY ADMINISTRATOR RECRUITMENT PROCEDURE

- (a)** The County shall ensure the recruitment is in compliance with Federal Equal Employment Opportunity (EEO) Laws.
- (b)** The Administration and Personnel Committee shall be the body responsible for the oversight of the selection process for the position of County Administrator.
- (c)** The Administration and Personnel Committee shall review the County Administrator's job description prior to the recruitment process.

- (d) The Administration and Personnel Committee should have an outlined process on file with the Human Resources Department with a ranking system, and interview questions completed for immediate use, if needed.
- (e) The Departments of Human Resources and Corporation Counsel will assist the Administration and Personnel Committee with creation of a post offer contract, salary/benefit negotiations, and development of the appointment resolution.

(9) SUCCESSION PLAN FOR THE DEPARTMENT HEAD AND KEY MANAGEMENT POSITIONS

The County Administrator may discuss succession planning with Department Heads during annual evaluations to be prepared in the case of an executive transition that involves the Department Head or other key management positions.

(10) DEPARTMENT HEAD CROSS TRAINING

The Department Heads shall exercise best efforts to train staff for each of the key functions of the organization and ensure procedures are in place to achieve the objectives of the county.

RESOLUTION NO. _____

ESTABLISHING 2025 ANNUAL BUDGETED ALLOCATION FOR COST OF LIVING AND PAY FOR PERFORMANCE ADJUSTMENTS

1 **WHEREAS**, Monroe County strives to provide maximum service to its residents while minimizing the financial
2 impact of County taxes on taxpayers, and
3

4 **WHEREAS**, the State imposed budgetary constraints while providing mandated services to be provided by the
5 County, and
6

7 **WHEREAS**, McGrath Human Resources Group recommended increasing Salary Schedules annually by the
8 Consumer Price Index – Urban (CPI-U) percentage; and
9

10 **WHEREAS**, the CPI-U is often employed as a cost-of-living adjustment (COLA), even though it is not a cost-of-
11 living-index; and
12

13 **WHEREAS**, Monroe County has a policy of compensating employees based on a competitive market salary rate,
14 the quality of their performance, and basing future non-union wage adjustments on the merits of employee
15 performance, and
16

17 **WHEREAS**, the County Administrator will be developing the 2025 Proposed Annual Budget for review and
18 adoption by the Monroe County Board in November 2024, and wage costs must be incorporated into the budget
19 as proposed and adopted.
20

21 **NOW THEREFORE BE IT RESOLVED**, by the Monroe County Board of Supervisors that each departmental
22 2025 budget may include an allocation COLA amount up to 2.0% for increases based on the Consumer Price
23 Index-Urban (CPI-U) for the previous 12 months as of July 1, 2024, and 2.0% of gross wages to be available for
24 increases based on the merits of employee performance as established during their individual annual
25 performance review; and
26

27 **BE IT FURTHER RESOLVED**, that any agreed upon increased allocation in accordance with the (CPI-U) will be
28 applied to the current Monroe County wage scale structure to increase the amounts of the wage ranges effective
29 with the second payroll of April 2025, to ensure it remains current and ensure the longevity of the structure; and
30

31 **BE IT FURTHER RESOLVED**, that any performance and COLA wage increases will be effective with the second
32 payroll of April 2025 and that the funds shall be awarded based strictly COLA and on the merits of the employees
33 performance; and
34

35 **BE IT FURTHER RESOLVED**, that effective January 1, 2025 any non-union, non-elected staff who have held
36 their current position for 5 years or more and have had satisfactory (score 3.0 or higher) performance evaluations
37 for the past two years will be compensated at a minimum rate of 10% above minimum on the wage scale of their
38 current pay grade; and
39

40 **BE IT FURTHER RESOLVED**, that any departmental funds budgeted for these merit-based wage adjustments,
41 which remain after the annual performance review process has been completed, shall be applied by the Finance
42 Department to any department merit pay line shortages and then transferred to the Non-Lapsing
43 Retirement/Fringe Pool (Acct# 11435000.515200) to be available to cover budget variations that occur due to
44 internal position postings, new position hires, retirements, and the like that are unknown variables that impact
45 budgeted salary/fringe benefits for the year; and
46

47 **BE IT FURTHER RESOLVED**, that the purpose statement and fiscal note are made a directive of the County
48 Board.

Dated this 22nd day of May, 2024

Offered By The Administration & Personnel Committee.

Fiscal note: For 2025 the levied general pay increase based on CPI-U and employee performance shall not exceed \$782,882. Budgeted funds not allocated as a CPI-U or merit increase shall be transferred to the Non-Lapsing Retirement/Fringe Pool (Acct# 11435000.515200) to cover budget variations that occur do to internal position postings, new position hires, retirements, and other unknown variables that impact budgeted salary/fringe benefits for the year. The 2025 proposed and adopted budget will incorporate pay increases. A simple majority vote of the entire membership of the Monroe County Board of Supervisors is required for approval.

Statement of purpose: To establish 2025 budget for CPI-U and merit-based pay adjustments along with adjusting the wage scale structure by the CPI-U and fund the Non-Lapsing Retirement/Fringe Pool.

Drafted by County Administrator, Tina Osterberg

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