



MONROE COUNTY BOARD OF SUPERVISORS

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

NOTICE OF MEETING

COMMITTEE: FINANCE COMMITTEE
TIME: 9:00 a.m.
PLACE: Monroe County
County Board Assembly Room
210 W. Oak Street - Room 1200
Sparta, WI 54656
DATE: Wednesday, June 19th, 2024

SUBJECT MATTER TO BE CONSIDERED

1. Call to Order/Roll Call
2. Next Month's Meeting Date/Time
3. Minutes Approval of May 20, 2024
4. Public Comment
5. Request for Credit Card Approval – Discussion/Action
 - a. Human Services
 - b. Treasurer
6. Notice of Re-Purpose of Funds – Discussion/Action
 - a. Highway
7. Notice of Budgetary Adjustment(s) – Discussion/Action
 - a. Solid Waste (2)
 - b. Sheriff - Dispatch
8. Resolution Authorizing Monroe County Payment to Town of Greenfield for Covia Tax Appeal – Discussion/Action
9. Fiscal Note on Resolution(s) – Discussion/Action
 - a. Resolution Amending Dog License and Shelter Fees
 - b. Resolution Authorizing the Increase in Hours from Half Time to Full Time for the Sanitation & Zoning Administrative Assistant Position
 - c. Resolution Authorizing the Increase in Hours from $\frac{3}{4}$ Time to Full Time for the Monroe County District Attorney's Office Administrative Assistant Position
 - d. Resolution Authorizing a Part-Time ADRC Administrative Assistant in the Monroe County Human Services Department
 - e. Resolution Authorizing Six Service Coordinator Positions (CLTS/CCS) in the Monroe County Human Services Department
 - f. Resolution Creating Non-Lapsing Account for Use of Monroe County Economic Development and Tourism Conference Funds
10. Procedure for Opioid Settlement Funding Request – Discussion/Action
11. Monroe County Draft Grant Administration Policy Review - Discussion
12. County Board Rules/Budget Adjustment Policy Review

**FINANCE MEETING
June 19, 2024 Agenda**

13. Treasurer
 - a. Monthly Treasurer's Report
 - b. Treasurer Department Monthly Report Review
 - c. Pending Tax Appeals - Discussion
 - d. In-Rem Discussion

14. Finance
 - a. Monthly Financial Report
 - b. Finance Department Monthly Report Review
 - c. Health Insurance Update
 - d. Credit Card Approval Process – Discussion/Action
 - e. Monroe County Accounting & Financial Policies Procedures Manual Update – Credit Cards/Purchasing Cards – Discussion/Action

15. Workman's Compensation 2025 Rates – Discussion/Action

16. Monthly Approvals – Discussion/Action
 - a. Notice of Donations/User Fees Received Budget Adjustment
 - b. County Disbursement Journal Approval
 - c. County Board Monthly Per Diem and Voucher Approval

17. Next Month's Agenda Items

18. Adjournment

Toni Wissestad, Committee Chair
Date notices mailed: June 12, 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.*

Finance Committee
May 20, 2024

Present: Toni Wissestad, Cedric Schnitzler, Wallace Habhegger, Doug Rogalla, David Pierce
Others: Tina Osterberg, Mindy Hemmersbach, Derek Pierce, David Ohnstad, Chris Weaver, Wes Revels, David Hesel, Linda Smith, Tracy Thorsen, Lisa Aldinger Hamblin, Jeremiah Erickson, Alison Elliott, Press.

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

- Election of Committee Vice-Chair – Motion by David Pierce second by Doug Rogalla to nominate Wallace Habhegger as Vice-Chair. Motion by Cedric Schnitzler second by David Pierce to cast a unanimous ballot. Carried 5-0.
- Establishment of Monthly Meetings Date/Time – Committee recommendation to remain with the 3rd Wednesday of each month at 9:00 a.m.
- Next Meeting Date – Wednesday, June 19, 2024 in the Monroe County Assembly Room at 9:00 a.m.
Budget Meeting Dates: October 10, October 21, October 23.
- Minutes Approval - Motion by Wallace Habhegger second by David Pierce to approve the March 27, April 12 and April 24, 2024 minutes. Carried 5-0.
- Public Comment – No individuals spoke to the Finance Committee.
- Highway Re-purpose of Funds – Motion by David Pierce second by Cedric Schnitzler to approve re-purpose of funds pending committee of jurisdiction approval. David Ohnstad, Highway Commissioner explained the 2024 re-purpose of funds in the amount of \$2,000.00 for interest earned on bond funds. Discussion. Carried 5-0.
- Budget Adjustments:
 - a. Maintenance – Motion by David Pierce second by Cedric Schnitzler to approve budget adjustment. Derek Pierce, Facilities and Property Director explained the 2024 budget adjustment in the amount of \$50,000.00 for architect funding for the new administration building. Motion by Doug Rogalla second by Wallace Habhegger to table the budget adjustment until after budget review. Discussion. Fails 2 yes, 3 no. Motion by Doug Rogalla second by Wallace Habhegger to send back to the Property & Maintenance Committee with the request to wait on submission of the budget adjustment until the completion of the 2025 budget. Carried 5-0.
 - b. Rolling Hills – Motion by Cedric Schnitzler second by David Pierce to approve budget adjustment pending committee of jurisdiction approval. Tina Osterberg, County Administrator explained the 2024 budget adjustment in the amount of \$486,240.00 for new bus and storage garage. Motion by Rogalla to send back to Rolling Hills to table until budget review. Motion died for lack of second. The discussion continued. The budget adjustment carried 3-2.
 - c. Solid Waste – Motion by David Pierce second by Doug Rogalla to approve budget adjustment. David Hesel, Solid Waste Director explained the 2024 budget adjustment in the amount of \$6,050.85 for Sand Creek Professional Services account. Discussion. Carried 5-0.
- Fiscal Note on Resolutions
 - a. Resolution Authorizing the Establishment of a Full-Time Assistant Corporation Counsel Position – Motion by Wallace Habhegger second by David Pierce to approve fiscal note. Supervisor Wallace Habhegger explained that the position had already existed, but because the position was vacant for over one year, the position would need to be reapplied for. Lisa Aldinger Hamblin, Corporation Counsel further explained. Discussion. Carried 5-0.
 - b. Resolution Authorizing the Establishment of Levy Funding for the Land Information Officer/GIS Coordinator Position – Motion by David Pierce second by Wallace Habhegger to approve fiscal note. Tina Osterberg, County Administrator explained that the resolution would allow the position to use levy funding. Jeremiah Erickson further explained grant funding, projects, recordings. Discussion. Carried 5-0.

- c. Resolution Creating Non-lapsing Accounts for Highway Department Corrected – Motion by Doug Rogalla second by David Pierce to approve fiscal note pending committee of jurisdiction approval. David Ohnstad, Highway Commissioner explained correction to the non-lapsing accounts for capital buildings & improvements account. Discussion. Carried 5-0.
 - d. Resolution Establishing 2025 Annual Budgeted Allocation for Cost of Living and Pay for Performance Adjustments – Motion by Doug Rogalla second by Wallace Habegger to approve fiscal note. Tina Osterberg, County Administrator explained CPI-U and merit increase. Discussion. Carried 5-0.
- Treasurer –
 - a. Mindy Hemmersbach, Treasurer provided the Monthly Treasurers Report.
 - b. Treasurer Department Monthly Report Review.
 - c. Town of Greenfield Tax – Mindy explained that a tax appeal was filed by Covia to the state. Also, the full value was used in 2022 instead of the equated amount. Discussion. Motion by Cedric Schnitzler second by Doug Rogalla to draft a resolution for 2021 & 2022 tax appeal. Carried 5-0.
 - d. Pending Tax Appeals – Mindy stated that no other tax appeals have been filed at this time.
 - e. Treasurer Office Updates – Mindy announced that the New Chief Deputy is Ellen Georgeson.
 - f. In-Rem Discussion – Mindy explained that the Property & Maintenance Committee will be going through In-Rem parcels tomorrow and determine which parcels to move forward with the bid process.
 - g. Permit Tracking, Property Assessment, Tax Collection Software RFP Update – Mindy explained that the low bid was Catalis in the amount of \$306,888.31 over 5 years. Motion by Doug Rogalla second by Wallace Habegger to accept bid. Carried 5-0.
 - Finance Report - Diane Erickson, Finance Director was excused from the meeting. The monthly Financial Report was provided to members in the packet.
 - Department of the Interior/Bureau of Indian Affairs Decision to Place Lands in Trust – Town of Byron, Parcel #006-00476-0000 – No additional action needed. This item was approved in April.
 - Monthly Approvals – Motion by Wallace Habegger second by Doug Rogalla to approve the Monthly Notice of Donations/User Fees Received Budget Adjustment; Monthly Disbursement Journal; and Monthly Per Diems and Vouchers. Carried 5-0.
 - Items for next month's agenda – County Board Rules/Budget Adjustment Policy Review; Credit Card Request Procedure; Workman's Compensation Rates; Grant Policy Update; Resolution for 2021 & 2022 Tax Appeal Funds to the Town of Greenfield.
 - Motion by Doug Rogalla second by David Pierce to adjourn meeting at 10:41 a.m. Carried 5-0.

Shelley Bohl, County Clerk
Recorder

Request for Credit Card Approval

Department: Human Services

Committee: Human Services

Name of Card Holder	Title of Postion	Credit Card Limit
Damian Dauphin	Social Worker I - CCS/CLTS	\$ 5,000.00

Justification for Credit Card(s):

Credit card requests are for agency purchases where it is not feasible to use the regular purchasing procedure.

When not in use all credit cards are locked in a safe.

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Tracy Mon 6-4-2024

Department Head Approval: _____

[Signature] 6/4/2024

Date Approved by Committee of Jurisdiction: _____

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

Date Approved By Finance Committee: _____

Request for Credit Card Approval

Department: Treasurer

Committee: Finance

Name of Card Holder	Title of Postion	Credit Card Limit
Brannick Beatse	Real Property Lister	\$1,000

Justification for Credit Card(s):

Brannick attends a yearly Property Lister Conference. This would make reservations for the conference more streamlined.

Department Head Approval: Melinda Hemmersbach

Date Approved by Committee of Jurisdiction: _____

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

Date Approved By Finance Committee: _____

EMPLOYEE AGREEMENT

I, (employee name) Brannick Beatse, agree to comply with the following terms and conditions regarding my use of the County credit card.

- I understand that I will be making financial commitments on behalf of Monroe County and will strive to obtain the best value for the County.
- I understand that Monroe County is liable for all charges made on the card. However I will be responsible for charges without proper documentation.
- I agree to use this card exclusively for legitimate approved purchases only and agree not to charge personal purchases. I understand that the Finance Department will audit the use of this card and report and take appropriate action on any discrepancies.
- The cardholder agrees to take reasonable precautions to protect the card from loss or theft by storing it in a secure location, and understands the actions to take in case of theft or loss
- I will follow the established procedures for the use of the card. Failure to do so may result in either revocation of my use of County credit cards and/or other disciplinary actions.
- I have been given a copy of the Monroe County Credit Card Policy and Procedures and understand the requirements for the card use.
- I agree to return the card immediately upon request or upon termination of employment (including retirement), or upon transfer to another department.
- ***I agree to return any credit card that has been canceled or expired to the Finance Department as soon as possible for audit review.***
- If the card is lost or stolen, I agree to notify the Finance Department and Department Head immediately.

Employee Signature: Brannick Beatse

Date: 05/31/2024

Department: _____

Card # Issued: _____

Notice of Re-Purpose of Funds

MONROE COUNTY
Unanticipated Change of What Funds Were Budgeted For

Date: 6/18/2024
 Department: Highway
 Amount: \$ 2,000.00
 Budget Year Amended: 2024

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

Yes or No? No Explain: _____

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

The amount of interest earned on the bond funds will exceed the earnings allowed before rebating to the US Treasury. Arbitrage is necessary to determine the amount owed to the US Treasury. "The Arbitrage Group" has completed an initial review of the Highway Improvement Bond Issue and has submitted an explanatory note. Further review will be necessary in order to facilitate an appropriate resolution.

Original Budgeted Line's Purpose:

Org	Object	Project	Account Name	Original Purpose	New Purpose	Amount to Re-Purpose
73330319	534005		Highway Supplemental Construct	projects listed on Schedule of Obligation	Arbitrage fees due to Bond	\$ 2,000.00
Total Adjustment						\$ 2,000.00

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: _____

MONROE COUNTY

Notice of Budgetary Adjustment

Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: June 12, 2024
 Department: Solid Waste
 Amount: \$75,000.00
 Budget Year Amended: 2024

Does this Budget Adjustment decrease future fund balance available for Debt Service Payments in future years?
 Yes or No? Yes Explain: By using unbudgeted General Fund revenues, Monroe County's cash balance will be reduced resulting in a lower cash balance on December 31, 2024.

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


Funds are being requested for coverage of future professional service expenditures for Sand Creek.

Revenue Budget Lines Amended:

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
10000001	493000		Gen Fund Balance Applied	\$ 3,810,243.40	\$ 75,000.00	\$ 3,885,243.40
63300000	499999		Transfer In - Solid Waste	\$ 55,156.25	\$ 75,000.00	\$ 130,156.25
						\$ -
						\$ -
Total Adjustment					\$ 150,000.00	

Expenditure Budget Lines Amended:

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
10000000	599999		Transfer Out-General Fund	\$ 941,499.21	\$ 75,000.00	\$ 1,016,499.21
63690000	521000		Professional Services	\$ 61,207.10	\$ 75,000.00	\$ 136,207.10
						\$ -
						\$ -
Total Adjustment					\$ 150,000.00	

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: _____

MONROE COUNTY

Notice of Budgetary Adjustment

Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: June 12, 2024
 Department: Solid Waste
 Amount: \$3,500.00
 Budget Year Amended: 2024

Does this Budget Adjustment decrease future fund balance available for Debt Service Payments in future years?
 Yes or No? No Explain: _____

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

We had a successful Hazardous Waste Clean Up Event. I budgeted \$25,000 to cover the ads, dumpster, Hazardous Waste Team, and waste disposal costs. Ads and dumpsters came to about \$5,500 and the Hazardous Waste Team and waste disposal was just under \$23,000. This is an all-time high in both cost and quantity of hazardous waste disposed. We will transfer from our Cover Sand account \$3,500 to our Clean Sweep Contracted Services Account.

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	521340	SW240	COVER SAND	\$80,000	\$ (3,500.00)	\$ 76,500.00
63670000	521340		CONTRACTED SERVICES	\$ 25,000.00	\$ 3,500.00	\$ 28,500.00
						\$ -
						\$ -
Total Adjustment					\$	-

Department Head Approval: 

Date Approved by Committee of Jurisdiction: _____
 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: _____

MONROE COUNTY

Notice of Budgetary Adjustment

Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: April 23, 2024
 Department: Sheriff - Dispatch
 Amount: \$24,165.20
 Budget Year Amended: 2024

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

Yes or No? no Explain: State Funds

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

Radio system vendor was unable to complete projects scheduled in 2023 and the unspent funds needed for 2024 to complete the projects were rolled forward with a Budget Adjustment approved on Mar 8, 2024. That budget adjustment had all the funds coming from Fund Balance applied but should have had \$24,165.20 listed as an adjustment to Grant revenue as those funds will be received in 2024.

Revenue Budget Lines Amended:

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
10000001	493000		General Fund Balance Appl	\$ 8,847,996.12	\$ (24,165.20)	\$ 8,823,830.92
12930000	435210		Dispatch Grant Revenue	\$ -	\$ 24,165.20	\$ 24,165.20
						\$ -
						\$ -
Total Adjustment					\$ -	

Expenditure Budget Lines Amended:

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

Department Head Approval: 

Date Approved by Committee of Jurisdiction: _____ 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: _____

RESOLUTION AUTHORIZING MONROE COUNTY PAYMENT TO TOWN OF GREENFIELD FOR COVIA TAX APPEAL

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WHEREAS, Monroe County has been made aware that Covia, located in the Town of Greenfield has been awarded a Wisconsin Tax Appeal Settlement for the years of 2021 and 2022 from the Wisconsin Department of Revenue; and

WHEREAS, the new equated values have been calculated using the mill rate for the years 2021 and 2022 to determine the amended amount of tax for each parcel; and

WHEREAS, the Town of Greenfield is to make payment to Covia by October 1, 2024 for years 2021 and 2022 in the amounts of \$149,215.68 and \$303,819.88; and

WHEREAS, Monroe County owes the Town of Greenfield reimbursement by February 15, 2024 for our portion for the years 2021 and 2022 in the amounts of \$54,581.84 and \$123,148.66; and

WHEREAS, the Town of Greenfield does not have the funds to make the full reimbursement payment by October 1, 2024 without payment by other taxing districts prior; and

NOW, THEREFORE, BE IT RESOLVED by the Monroe County Board of Supervisors that they do hereby authorize funds from the General Fund to send a payment in the amount of \$177,730.50 to the Town of Greenfield to be paid no later than September 20, 2024.

BE IT FURTHER RESOLVED, the funds for the payment to the Town of Greenfield will be disbursed from the Refunded Taxes – County Share Account 11520000 556000. The following accounts budgets will be adjusted as provided below.

Increase	General Fund Balance Applied	10000001 493000	\$177,730.50
Increase	Refunded Taxes – County Share	11520000 556000	\$177,730.50

Dated this 26th day of June, 2024.

Offered By The Finance Committee.

Fiscal note: Approval of this resolution will authorize an Increased budget to accounts 10000001 493000 General Fund Balance Applied and 11520000 556000 Refunded Taxes – County Share in an amount of \$177,730.50. In addition, will authorize payment of \$177,730.50 to the Town of Greenfield no later than September 20, 2024. The funds for this payment will come from the General Fund. Per Wis. Stats. §65.90(5)(a) authorization will require a vote of two-thirds of the entire membership of the governing body.

Statement of purpose: To authorize the payment to the Town of Greenfield for Monroe County’s share of the Covia tax appeals in the amount of \$177,730.50, no later than September 20, 2024.

Drafted by: Tina Osterberg, Monroe County Administrator

Finance Vote (If required): ____ Yes ____ No ____ Absent, Approved as to form: _____ 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 AMENDING DOG LICENSE AND SHELTER FEES

WHEREAS, the Monroe County Sanitation, Planning & Zoning and Animal Control Committee met on July 17, 2024 to consider the increase in dog license taxes; and

WHEREAS, Wisconsin Statutes Chap. 174.05 authorizes an increase in dog license tax in various categories; and

WHEREAS, the Sanitation, Planning & Zoning and Animal Control Committee does recommend to the County Board that a change in the shelter fees and dog license tax be authorized.

NOW, THEREFORE, BE IT RESOLVED that the Monroe County Board of Supervisors does ordain that the following fees be changed in the Monroe County Animal Control Dept. as follows:

Under Appendix A- Fee Schedule. The dog license tax shall be as follows:

Spayed:	\$20.00 increase from \$15.00
Neutered:	\$20.00 increase from \$15.00
Male:	\$35.00 increase from \$30.00
Female:	\$35.00 increase from \$30.00

Multi Dog License (Kennel) Fees Up to 12 dogs:	\$250.00 increase from \$225.00
Altered	\$25.00 increase from \$5.00
13-25 dogs	\$25.00 increase from \$12.00
26-50 dogs	\$25.00 increase from \$14.00
50-100 dogs	\$25.00 increase from \$16.00
101 and up	No change from \$25.00

Shelter fees shall be as follows:

Adoptions:	Puppies (still have baby teeth)	\$240.00 increased from \$200
	Small dogs (under 25lbs)	\$240.00 increased from \$200
	All other dogs	\$200.00 increased from \$180

Surrenders:	Monroe County residents	\$40.00 increased from \$20
	Non- residents	\$80.00 increased from \$50

Impounded Dog Boarding Fee: (per day) **\$20.00** increased from \$15.00
(after first 24 hours)

NOW, THEREFORE, BE IT FURTHER RESOLVED that Dog License fee changes shall take effect on December 1, 2024 and Shelter Fee changes shall take effect on January 1, 2025.

Dated this 26th day of June, 2024

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

Purpose: To offset the cost of the Animal Control Department and proposed increase in the hours of the Administrative Assistant from ½ time to full time. Fees were last increased in 2022.

Fiscal Note: Increase revenue. Will be budgeted in 2025.

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 AUTHORIZING THE INCREASE IN HOURS FROM HALF TIME TO FULL TIME FOR THE SANITATION & ZONING ADMINISTRATIVE ASSISTANT POSITION

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WHEREAS, the Monroe County Sanitation & Zoning Committee and Administration & Personnel Committee have reviewed the attached New Position Analysis and request the increase in hours from half time to full time for the Sanitation & Zoning Administrative Assistant position; and

WHEREAS, the Sanitation & Zoning Administrative Assistant position is currently a half-time position with hours divided equally between the Sanitation & Zoning Department and the Animal Control Department; and

WHEREAS, the population of Monroe County continues to increase as does the number of dogs in the county which in turn leads to an increase in the number of dog incidents and dogs that move through the Dog Shelter resulting in more paperwork to handle; and

WHEREAS, having a full time county employee to cover office work is more reliable than utilizing Limited Use Employees (LUE);

WHEREAS, a proposed increase in dog license fees would cover the additional cost for this position.

NOW, THEREFORE BE IT RESOLVED by the Monroe County Board of Supervisors that it does hereby authorize the increase in hours from half time to full time for the Sanitation & Zoning Administrative Assistant position starting January 1, 2025.

Dated this 26th day of June, 2024

Offered by the Sanitation & Zoning Committee

Purpose: To approve the budgeting for an increase of the hours from half time to full time for the Sanitation & Zoning Administrative Assistant position effective January 1, 2025.

Fiscal Note: The increase in the 2025 budget for this position (wages & benefits) would be approximately \$25,157 which will be covered by the proposed annual increase in dog license fees.

Drafted by: Sanitation & Zoning Director, Alison Elliott

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

Approved as to form on _____

Lisa Aldinger Hamblin, Corporation Counsel

Committee of Jurisdiction Forwarded on: June 11, 2024
4 Yes; 1 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.

New Position Analysis



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

Date: May 28, 2024	Department: Sanitation & Zoning and Animal Control
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):

The population of Monroe County continues to increase as does the number of dogs in the county which in turn leads to an increase in the number of dog incidents and dogs that move through the Dog Shelter. All of which requires more paperwork and more time handling dogs. Currently the work load in the Animal Control Department is split between the existing halftime administrative assistant (only works ¼ time for Animal Control), the Limited Use Employees and the full time Humane Officer/Shelter Manager. In the Shelter Manager relies heavily on LUE for processing most of the paperwork needed for processing dogs that move through the shelter. This has become increasingly difficult as the LUE hours are not consistent and increasing turnover requires constantly training of new staff. Having a full time county employee to cover more of the office work would be more efficient and more reliable than utilizing Limited Use Employees (LUE) as much as they are.

Suggested Title: Administrative Assistant			
Personnel Director's Recommended Classification:		Grade: H	FLSA Class:
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.
20.47	42,741	2,950	2,650	620	439		897	18

1. Where will the funds for this position come from?
 A proposed increase in dog license fees for 2025 will cover the cost of this increase.

2. What equipment will need to be purchased for this position (desk, etc.)?
 none, this position would just continue to utilize the current equipment
 - a. Is office space presently available? yes Where? currently has a desk at both the Zoning Office and Dog Shelter
 - b. Estimated cost of needed equipment? \$0
 - c. Is the cost of needed equipment in the department budget? NA
3. What is the grand total cost of all items this fiscal year? \$25,157
4. What is the annual cost of salary and fringes, thereafter? \$25,157 (This is the added cost of increase to full time)

Supervisory Responsibility (if applicable):

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

None

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? Sanitation & Zoning Director and Humane Officer/Shelter Manager

County Administrator – Action:

Date:	Position Approved: <input type="checkbox"/>	Position Denied: <input type="checkbox"/>
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Committee of Jurisdiction: Sanitation & Zoning – Action:

Date: May 20, 2024	Position Approved: <input checked="" type="checkbox"/>	Position Denied: <input type="checkbox"/>	by a vote of: 5-0
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Administration & Personnel Committee – Action:

Date:	Position Approved: <input type="checkbox"/>	Position Denied: <input type="checkbox"/>	by a vote of:
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Finance Committee – Action on Fiscal Note:

Date:	Funds Approved: <input type="checkbox"/>	Funds Denied: <input type="checkbox"/>	by a vote of:
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County Board – Action:

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

**MONROE COUNTY
PERSONNEL COSTS
2024 BUDGET**

DEPARTMENT: Dogs

*round off all totals to the nearest dollar

JOB TITLE	EMPLOYEE NAME	ANNUAL SALARY	OVERTIME	RETIREMENT	SOCIAL SECURITY	MEDICARE	HEALTH	DENTAL	LIFE	TOTAL FRINGE	WORKERS COMP.	TOTAL
20.47	Cassie - 1/2 time	\$ 21,371		\$ 1,475	\$ 1,325	\$ 310	\$ -	\$ 449	\$ 9	\$ 3,568	\$ 220	\$ 25,158
		\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
20.47	Cassie - Full Time	\$ 42,741		\$ 2,950	\$ 2,650	\$ 620	\$ -	\$ 897	\$ 18	\$ 7,135	\$ 439	\$ 50,316
		\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Additional cost to FT		\$ 21,371	\$ -	\$ 1,475	\$ 1,325	\$ 310	\$ -	\$ 449	\$ 9	\$ 3,568	\$ 219	\$ 25,157

2024 Wisconsin Retirement

General Employee -	0.0690
Protective Employee -	0.1432

2024 Workers Compensation Rate

Street Const.	0.0149
Protective	0.0080
Municipal Oper.	0.0103
Office/Clerical	0.0005

2024 Health Insurance 85% CoShare

	Full-Time Rates		Part-Time Rates	
	CoPay	HSA	CoPay	HSA
Single	1,012.86	793.06	691.12	541.14
Family	2,329.56	1,824.02	1,589.58	1,244.62

<u>Social Security</u>	0.062
Medicare	0.0145

2024 Dental Insurance

	85% CoShare	Part Time
Single	\$24.06	\$ 16.04
Family	\$74.79	\$ 49.86

Life Insurance \$1.50

RESOLUTION AUTHORIZING THE INCREASE IN HOURS FROM 3/4 TIME TO FULL TIME FOR THE MONROE COUNTY DISTRICT ATTORNEY'S OFFICE ADMINISTRATIVE ASSISTANT POSITION

1 **WHEREAS**, the Monroe County Public Safety Committee and Administration & Personnel Committee have
2 reviewed the attached New Position Analysis and request the increase in hours from 3/4 time to full time for the
3 Monroe County District Attorney's Administrative Assistant position; and
4

5 **WHEREAS**, the Monroe County District Attorney's Administrative Assistant position is currently a 3/4 time
6 position; and
7

8 **WHEREAS**, the criminal activity and complexity of law enforcement referrals within Monroe County continues to
9 increase which in turn leads to an increase in the number of hours required to complete data inputting, working
10 with law enforcement agencies and other county departments for appropriate submissions; and
11

12 **WHEREAS**, having a full time county employee to cover the Administrative Assistant duties is necessary to
13 efficiently and accurately enter data for timely, complete review and issuance of criminal charges and ensure
14 public and victim safety concerns are met as quickly as possible;
15

16 **WHEREAS**, this position will be covered by levy dollars but in necessary based on the volume of complex
17 referrals and the time consumed coordinating with other agencies and departments.
18

19 **NOW, THEREFORE BE IT RESOLVED** by the Monroe County Board of Supervisors that it does hereby
20 authorize the increase in hours from 3/4 time to full time for the Monroe County District Attorney's Administrative
21 Assistant position starting January 1, 2025.

Dated this 26th day of June, 2024

Offered by the Monroe County Public Safety Committee

Fiscal Note: The increase in the 2025 budget for this position (wages & benefits) would be approximately \$21,411.

Purpose: To approve the budgeting for an increase of the hours from 3/4 to full time for the Monroe County District Attorney Administrative Assistant position effective January 1, 2025.

Drafted by: District Attorney's Office Manager, Lynn Kloety
Approved by: District Attorney, Kevin Croninger

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

Approved as to form on _____
Lisa Aldinger Hamblin, Corporation Counsel

Committee of Jurisdiction Forwarded on: June 11, 2024
4 Yes 0 No 1 Absent
Committee Chair: Walter H. Haggard
Jason D. ... Jon Wisssted
James B. Kul

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

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

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

New Position Analysis



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

Date: May 2, 2024	Department: District Attorney's Office
Department Head Name: Kevin D. Croninger	

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):

Increase current position from 30hrs/week to 40hrs/wk:

There has been a steady increase in large referrals with multi-agency reports and secondary reports; increase in law enforcement follow up on non-felony referrals leading to secondary reports being processed; increased time reviewing/coordinating/correcting/responding to law enforcement submissions; increase in civil traffic and forfeiture not guilty entry; = more time needed to meet timely completion of data entry.

Suggested Title: Administrative Assistant			
Personnel Director's Recommended Classification:		Grade: H	FLSA Class:
Full-time: <input checked="" type="checkbox"/>	Part-time: /hours	Projected Start Date: 01/01/2025	

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.
20.51	10,655	736	662	155	6	8,880	299	8

1. Where will the funds for this position come from?
 general fund _____
2. What equipment will need to be purchased for this position (desk, etc.)?
 none _____
 - a. Is office space presently available? yes Where? current workstation
 - b. Estimated cost of needed equipment? \$0.00
 - 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? \$21,411
4. What is the annual cost of salary and fringes, thereafter? \$21,411 + wage/ins increases

Supervisory Responsibility (if applicable):

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

none

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? Office Manager

County Administrator – Action:

Date:	Position Approved:	<input type="checkbox"/>	Position Denied:	<input type="checkbox"/>	<input type="checkbox"/>
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Committee of Jurisdiction: _____ – Action:

Date:	Position Approved:	<input type="checkbox"/>	Position Denied:	<input type="checkbox"/>	by a vote of:
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Administration & Personnel Committee – Action:

Date:	Position Approved:	<input type="checkbox"/>	Position Denied:	<input type="checkbox"/>	by a vote of:
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Finance Committee – Action on Fiscal Note:

Date:	Funds Approved:	<input type="checkbox"/>	Funds Denied:	<input type="checkbox"/>	by a vote of:
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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:	Administrative Assistant Clerk of Court District Attorney Health Human Services Human Services – ADRC Justice Programs Rolling Hills Sanitation	Date:	9/2023
Department:	Sheriff	Pay Grade:	H
Reports To:	Assigned Supervisor	FLSA Status:	Non-Exempt

POSITION SUMMARY

This position provides administrative and operational support to the assigned department and provides courteous and efficient customer service to Monroe County residents.

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.

Not all duties may be assigned to each position. The allocation of duties for this position will be dependent upon the department assigned.

1. Provides first line customer service to internal and external customers; greets, receives and screens visitors and customers.
2. Addresses and resolves customer questions/concerns as able and refers complex inquiries, requests, or complaints to appropriate staff.
3. Sorts, copies, and distributes a variety of correspondence, deliveries, and mail; opens, logs, and routes office mail; retrieves, delivers, and sends faxes.
4. Composes general and confidential correspondence and reports; proofreads and edits documents.
5. Enters, scans, updates, and maintains information in spreadsheets, databases, and reports.
6. Maintains electronic filing, paper filing, and record systems to provide easy access to records and information; provides retention of records as required by Department and County policies.
7. Handles mail pick-up, deliveries and distribution.
8. Organizes and maintains resource information in a variety of formats.
9. Maintains usage and inventory records; orders department specific supplies.
10. Receives, processes, posts, and distributes receipts, expenditures, encumbrances, cash, money orders, invoices/fees, etc. for assigned department.
11. Assists other department personnel during peak period of work or for absences.
12. Other duties as assigned.

Clerk of Court Responsibilities:

Administrative Assistant

13. Conducts record searches and certifies documents.

District Attorney Responsibilities:

14. Closes out all criminal and no prosecution files and sends them to Victim Witness for further disposition information.
15. Runs driver's license and criminal history information for files to be opened.
16. Files paperwork for evidence releases.
17. Files civil judgments.
18. Prepares and files non-compliant immunization complaints.
19. Coordinates rental weatherization prosecutions.
20. Files supplemental law library material.
21. Monitors pre-trial/status sign-ups, documents case information and provides information to the courts.
22. Reviews/confirms courts' calendar with DA's calendar daily

Health Responsibilities:

23. Conducts. Quarterly immunization audits.
24. Transcribes medical dictation.
25. Assists in coordination and scheduling of community vaccination clinics.

Human Services Responsibilities:

26. Processes requests for records for each unit, redacting as necessary according to confidentiality and HIPAA policies, completes CPS background checks for foster care and adoption.
27. Enrolls new service recipients in software, updates and changes data as needed, schedules consumer appointments.
28. Build provider schedules within various electronic health systems.
29. Processes discovery demands for attorneys and corporation counsel, redacting as necessary according to confidentiality and HIPAA policies.
30. Enters Law Enforcement Referrals for juveniles, assists youth justice social worker with meeting deadlines, prepares final documentation to submit to DA's office by deadline.
31. Transcribes medical dictation submitted by provider.
32. Complete PPS data forms.
33. Maintain protective placement documentation for the APS unit and assist with petitions and forms for annual reviews of protective placements.
34. Maintains meeting room schedules and on call schedules for staff.

Human Services – ADRC Responsibilities:

35. Prepares for in-office committee/board meetings and ADRC events.
36. Receives and places daily meal site orders.
37. Prepares and edits monthly newsletter in collaboration with manager.
38. Enrolls new riders and ride appointments in software; updates and changes data and appointments as needed; assists drivers with entering payroll and completing paperwork.
39. Collects food share vouchers, collects donations and logs for the accountant.
40. Assists the Vintage Vagabond program volunteer assistant by coordinating reservations, collecting payments, and advertising special events.
41. Collects and documents payments for nutrition and transportation programs.

Justice Programs Responsibilities:

42. Schedules client appointments.
43. Assists with reviewing the court calendar and organizing files for review hearings.
44. Processes participants' materials, monitors compliance records, distributes proper forms, and maintains participant paper and electronic file.
45. Processes confidential information including assessments and drug test results.

Rolling Hills Responsibilities:

46. Assist residents with withdrawal or deposit of funds into their resident trust account
47. Sort and deliver resident mail to households
48. Collect payments for care and services
49. Responds to situations involving resident safety and emergency response.

Sanitation/Zoning/Shelter Responsibilities:

50. Receives payments for services, permits, sales, makes deposits with the County Treasurer, and issues bills.
51. Issues dog licenses.
- 52.
53. Must be able to handle all sizes, energy levels, and temperaments of dogs.
54. Transfers dogs in and out for potty breaks, vet visits, and adoption showings.
55. Use proper sanitation procedures for dog waste cleanup.
56. Assist with cleanup of any dogs condition (bath, haircut, nail trimming)
57. Assist with Humane Officers on any criminal case if available and be able to write up a detailed, factual report.

Sheriff's Office Responsibilities:

58. Enters citations, accidents, and incident reports.
59. Transfers reportable accidents to the Department of Transportation.

MINIMUM REQUIRED QUALIFICATIONS

- High School Diploma/equivalent and two (2) years' clerical support work experience; or an equivalent combination of education, skills, knowledge and abilities may be substituted for above-listed requirements.
- Must successfully pass criminal background check per department requirements.
- Successfully passes department background check and retains eligibility to provide criminal testimony (Sheriff's Office)

PREFERRED QUALIFICATIONS

REQUIRED JOB COMPETENCIES

- 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.

- 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 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 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 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.

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 or verbally aggressive, posing threatening conditions.

Sanitation/Zoning/Dog Control Additions

- Must be able to lift 50 pounds with assist.
- Work requires wearing specialized personal protective equipment.

- Work will include outdoors in seasonal weather extremes.
- May be subject to infectious diseases carried by animals.
- Work is in an animal shelter setting.

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 A PART-TIME ADRC ADMINISTRATIVE ASSISTANT
IN THE MONROE COUNTY HUMAN SERVICES DEPARTMENT**

1 **WHEREAS**, the Aging and Disability Resource Center (ADRC) provides a variety of important services to Monroe
2 County's elder and disabled citizens; and
3

4 **WHEREAS**, the ADRC has one Administrative Assistant to provide clerical support for all of the ADRC programs
5 in addition to serving as the receptionist for the ADRC at the Community Services Center; and
6

7 **WHEREAS**, in the past, in order to meet the clerical workload needs, the ADRC had part time limited term Senior
8 Employment Program workers funded under Title V of the Older Americans Act in addition to the full time county
9 employee; and
10

11 **WHEREAS**, since the pandemic, the ADRC has been without a Senior Employment Program worker and has
12 been unable to recruit someone who qualifies for this program; and
13

14 **WHEREAS**, the population in Monroe County continues to age resulting in more people requiring ADRC services
15 which in turn adds to the clerical support needs; and
16

17 **WHEREAS**, Historic Courthouse clerical staff and ADRC program staff have had to be pulled from their regular
18 duties to provide back-up clerical coverage; and
19

20 **WHEREAS**, there is a need to address the clerical workload in order to allow the program staff to focus on
21 meeting the increased service needs of our aging and disabled citizens; and
22

23 **WHEREAS**, the increase to the state ADRC Base General Purpose Revenue Contract as well as the Medicaid
24 reimbursement claimed through ADRC staff time tracking has the capacity cover the cost of a part-time clerical
25 position; and
26

27 **WHEREAS**, the Human Service Board recommends adding a part-time ADRC Administrative Assistant position in
28 order to meet the clerical support needs of the ADRC programs.
29

30 **NOW, THEREFORE BE IT RESOLVED** by the Monroe County Board of Supervisors that they do hereby authorize
31 establishing a part-time ADRC Administrative Assistant positions in the Department of Human Services effective
32 July 29, 2024. If the funding ceases, the position will cease.
33

34 **BE IT FURTHER RESOLVED**, that the Monroe County Board of Supervisors approves the following budget
35 adjustments:
36

37	Increase Revenue Account Budget	24970595 435603	\$ 20,069.00
38	Increase Expenditure Account Budget	24970595 511000	\$ 20,069.00

Dated this 26th day of June, 2024.

Offered by the Administration & Personnel Committee

Fiscal note: The total cost of this position will be \$20,069 in 2024 and \$42,005 annually thereafter. The position cost will be covered by the increase to the state ADRC Base General Purpose Revenue Contract as well as the Medicaid reimbursement claimed through ADRC staff time tracking with no increase to county levy. A two thirds majority vote of the entire membership of the Monroe County Board of Supervisors is required for approval. If the funding ceases, the position will cease.

Purpose: To approve needed part-time ADRC Administrative position in order to meet program support needs.

Drafted by: Tracy Thorsen, Human Services Director

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

Approved as to form on _____

Lisa Aldinger Hamblin, Corporation Counsel

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

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

Committee Chair: _____

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

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



New Position Analysis

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

Date: 5/20/2024	Department: Human Services
Department Head Name: Tracy Thorsen	

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

In the past, in order to meet the clerical workload needs, the ADRC had part time limited term Senior Employment Program workers funded under Title V of the Older Americans Act in addition to the full time county employee. Since the pandemic, the ADRC has been without a Senior Employment Program worker and has been unable to recruit someone who qualifies for this program. In the meantime, Historic Courthouse clerical staff or the ADRC program staff have had to be pulled from their regular duties to provide back-up clerical coverage. As the population continues to age, more people require ADRC services. The number of referrals and service contacts has continued to grow which in turn adds to the clerical support needs. Contacts to counsel individuals on long term care options is up 42% over 2023 and the average monthly caseloads for benefits specialist services is up 24%. We need to address the clerical workload in order to allow the program staff to focus on meeting the increased service needs of our aging and disabled citizens. In 2024 as part of the biennial budget, the state ADRC Base General Purpose Revenue Contract increased by \$47,411. This increased ADRC allocation in addition to the Medicaid reimbursement claimed through ADRC staff time tracking has the capacity to cover the cost of a half-time clerical position.

Suggested Title: Administrative Assistant			
Personnel Director's Recommended Classification:	Grade: H	FLSA Class: Non-Exempt	
Full-time: <input type="checkbox"/>	Part-time: 20 /hours	Projected Start Date: 7/29/2024	

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.
18.29	19,477	1,344	1,208	283	10	19,075	598	10

1. Where will the funds for this position come from?
 In 2024 as part of the biennial budget, the state ADRC Base General Purpose Revenue Contract increased by \$47,411. The increased ADRC allocation in addition to the Medicaid reimbursement claimed through ADRC staff time tracking has the capacity cover the full cost of a half-time clerical position.
2. What equipment will need to be purchased for this position (desk, etc.)?
 Laptop set-up, office chair and desk set-up
 - a. Is office space presently available? Yes Where? Current ADRC File Room and Reception Area
 - b. Estimated cost of needed equipment? Laptop set-up (\$1,500), office chair & desk set-up (\$975)
 - c. Is the cost of needed equipment in the department budget? Yes, following a budget adjustment for increased ADRC revenue
3. What is the grand total cost of all items this fiscal year? \$17,594 (salary/fringe/wkrcomp) + \$2,475 (laptop & desk set-up) = \$20,069
4. What is the annual cost of salary and fringes, thereafter? \$19,477 (salary) + \$22,529 (fringe/wkrcomp) = \$42,005

Supervisory Responsibility (if applicable):

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

Not Applicable

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? _____

County Administrator – Action:

Date: 5/21/2024	Position Approved: <input checked="" type="checkbox"/>	Position Denied: <input type="checkbox"/>
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Committee of Jurisdiction: _____ – Action:

Date:	Position Approved: <input type="checkbox"/>	Position Denied: <input type="checkbox"/>	by a vote of:
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Administration & Personnel Committee – Action:

Date:	Position Approved: <input type="checkbox"/>	Position Denied: <input type="checkbox"/>	by a vote of:
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Finance Committee – Action on Fiscal Note:

Date:	Funds Approved: <input type="checkbox"/>	Funds Denied: <input type="checkbox"/>	by a vote of:
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County Board – Action:

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

ADRC Administrative Assistant Position Justification Summary

The Aging and Disability Resource Center (ADRC) provides the following programs: Options Counseling for long term care services, Benefit Specialist services for elderly and disabled residents, Dementia Care Specialist services and Family Caregiver Supports, the Nutrition/Meal Program that includes congregate meal sites and home delivered meals and the Transportation Program for elderly and disabled citizens of Monroe County.

The ADRC has one Administrative Assistant to provide clerical support for all of these programs in addition to serving as the receptionist for the ADRC at the Community Services Center. Clerical duties include maintaining all service files, sending and faxing letters/forms, entering authorizations and invoices, creating program packets, entering information into the electronic record system, managing resource guides, managing appointments for and notifying transportation customers of their scheduled rides, and taking daily meal counts orders, ordering supplies, and managing the inventory for the nutrition program's six meal sites.

In the past, in order to meet the clerical workload needs, the ADRC had part time (20 -25 hr/wk) limited-term Senior Employment Program workers funded under Title V of the Older Americans Act in addition to the full time county employee. Since the pandemic, the ADRC has been without a Senior Employment Program worker and has been unable to recruit someone who qualifies for this program. In the meantime, Historic Courthouse clerical staff or the ADRC program staff have had to be pulled from their regular duties to provide back-up clerical coverage.

The following duties that are outlined in the position description are not able to be completed by current Administrative Assistant staff because of not having capacity.

- Composing general and confidential correspondence and reports; proofreading and editing documents.
- Entering, scanning, updating, and maintaining information in spreadsheets, databases, and reports.
- Maintaining electronic filing, paper filing, and record systems to provide easy access to records and information; providing retention of records as required by Department and County policies.
- Organizing and maintaining resource information in a variety of formats.
- Preparing for in-office committee/board meetings and ADRC events.
- Processing requests for records.
- Enrolling new service recipients in software, updates and changes data as needed, schedules consumer appointments.

As the population continues to age, more people require ADRC services. The number of referrals and service contacts has continued to grow which in turn adds to the clerical support needs. Contacts to counsel individuals on long term care options is up 42% over 2023 and the average monthly caseloads for benefits specialist services is up 24%. We need to address the clerical workload in order to allow the program staff to focus on meeting the increased service needs of our aging and disabled citizens.

In 2024 as part of the biennial budget, the state ADRC Base General Purpose Revenue Contract increased by \$47,411. This increased ADRC allocation in addition to the Medicaid reimbursement claimed through ADRC staff time tracking has the capacity cover the cost of a half-time clerical position.



JOB DESCRIPTION

Title:	Administrative Assistant	Date:	9/2023
Department:	Human Services – ADRC	Pay Grade:	H
Reports To:	Assigned Supervisor	FLSA Status:	Non-Exempt

POSITION SUMMARY

This position provides administrative and operational support to the assigned department and provides courteous and efficient customer service to Monroe County residents.

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.

Not all duties may be assigned to each position. The allocation of duties for this position will be dependent upon the department assigned.

1. Provides first line customer service to internal and external customers; greets, receives and screens visitors and customers.
2. Addresses and resolves customer questions/concerns as able and refers complex inquiries, requests, or complaints to appropriate staff.
3. Sorts, copies, and distributes a variety of correspondence, deliveries, and mail; opens, logs, and routes office mail; retrieves, delivers, and sends faxes.
4. Composes general and confidential correspondence and reports; proofreads and edits documents.
5. Enters, scans, updates, and maintains information in spreadsheets, databases, and reports.
6. Maintains electronic filing, paper filing, and record systems to provide easy access to records and information; provides retention of records as required by Department and County policies.
7. Handles mail pick-up, deliveries and distribution.
8. Organizes and maintains resource information in a variety of formats.
9. Maintains usage and inventory records; orders department specific supplies.
10. Receives, processes, posts, and distributes receipts, expenditures, encumbrances, cash, money orders, invoices/fees, etc. for assigned department.
11. Assists other department personnel during peak period of work or for absences.
12. Prepares for in-office committee/board meetings and ADRC events.
13. Receives and places daily meal site orders.
14. Prepares and edits monthly newsletter in collaboration with manager.
15. Enrolls new riders and ride appointments in software; updates and changes data and appointments as needed; assists drivers with entering payroll and completing paperwork.
16. Collects food share vouchers, collects donations and logs for the accountant.
17. Assists the Vintage Vagabond program volunteer assistant by coordinating reservations, collecting payments, and advertising special events.
18. Collects and documents payments for nutrition and transportation programs.
19. Processes requests for records.

20. Enrolls new service recipients in software, updates and changes data as needed, schedules consumer appointments.
21. Other duties as assigned.

MINIMUM REQUIRED QUALIFICATIONS

- High School Diploma/equivalent and two (2) years' clerical support work experience; or an equivalent combination of education, skills, knowledge and abilities may be substituted for above-listed requirements.
- Must successfully pass criminal background check per department requirements.
- Successfully passes department background check and retains eligibility to provide criminal testimony (Sheriff's Office)

REQUIRED JOB COMPETENCIES

- 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.
- 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 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 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 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.

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 or verbally aggressive, 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 SIX SERVICE COORDINATOR POSITIONS (CLTS/CCS)
IN THE MONROE COUNTY HUMAN SERVICES DEPARTMENT**

1 **WHEREAS**, Comprehensive Community Services (CCS) provides services to support adults and children with a
2 serious mental health issue; and
3

4 **WHEREAS**, the Children's Long Term Support (CLTS) program provides services to support children with a
5 physical, developmental, or emotional disability; and
6

7 **WHEREAS**, these programs allow individuals to remain in the community living as independently as they are
8 able; and
9

10 **WHEREAS**, without the level of support provided by CLTS and CCS, some of these individuals would need to be
11 in institutional settings; and
12

13 **WHEREAS**, much of the cost of institutional care requires county levy funding, so utilizing these programs to help
14 individuals remain in the community helps to reduce the risk of higher cost institutional placements; and
15

16 **WHEREAS**, there are 229 individuals on the CCS wait list and 104 on the CLTS waitlist which includes 78
17 children who are on both waitlists; and
18

19 **WHEREAS**, a new model is being utilized to better serve youth who are eligible for both the CCS and CLTS
20 programs by assigning one service coordinator who is trained in both programs to work with these children in
21 order to increase the number of youth to be served with existing staff; and
22

23 **WHEREAS**, current staffing with this new model is still only sufficient to enroll 114 of those waiting for services
24 leaving 142 individuals unserved; and
25

26 **WHEREAS**, these positions are fully funded by Medicaid billing and waiver revenues as well as reimbursement
27 through the WIMCR reconciliation with no county levy required; and
28

29 **WHEREAS**, the Human Service Board recommends adding six Service Coordinator positions in order to meet the
30 service needs of adults and children in Monroe County.
31

32 **NOW, THEREFORE BE IT RESOLVED** by the Monroe County Board of Supervisors that they do hereby authorize
33 establishing three Service Coordinator positions in the Department of Human Services effective July 29, 2024 and
34 three positions effective January 6, 2025. If the funding ceases, the positions will cease.
35

36 **BE IT FURTHER RESOLVED**, that the Monroe County Board of Supervisors approves the following budget
37 adjustments:
38

39	Increase Revenue Account Budget	24900500 435603	\$ 113,082.00
40	Increase Expenditure Account Budget	24950580 511000	\$ 56,541.00
41	Increase Expenditure Account Budget	24910510 511000	\$ 56,541.00

Dated this 26th day of June, 2024.

Offered by the Administration & Personnel Committee

Fiscal note: The total cost of three positions will be \$113,082 in 2024 and \$556,338 annually thereafter for the six positions. The 2024 position cost will be covered by Medicaid billing and Waiver revenues. After 2024, the positions will be fully funded by Medicaid billable and Waiver revenues as well as 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. If the funding ceases, the positions will cease.

Purpose: To approve needed CLTS/CCS Service Coordinator positions for 2024 and 2025 in order to meet service needs.

Drafted by: Tracy Thorsen, Human Services Director

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.

New Position Analysis



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

Date: 05/17/2024	Department: Human Services
Department Head Name: Tracy Thorsen	

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

The Service Coordinator position serves participants in the Comprehensive Community Services (CCS) & Children's Long Term Support (CLTS) programs. There is a significant need in Monroe County for these services. Wait lists continue to increase beyond the programs' capacities. There are 229 individuals on the CCS wait list and 104 on the CLTS wait list. Seventy-eight children are on both wait lists. To improve efficiency, single Service Coordinators are now managing caseloads for dual CCS & CLTS clients instead of assigning one Coordinator from each program. Current staffing will allow us to enroll 114 of those waiting for services, but staffing is not sufficient to serve the remaining 142 individuals. Six additional Service Coordinator positions are necessary to meet the service needs of these two programs. Both programs are fully funded by Medicaid billing and waiver revenues as well as reimbursement through WIMCR reconciliation. Without this level of support, it is possible that some of these individuals would need to be in institutional settings. Much of the cost of institutional care requires county levy funding so utilizing these programs to help individuals remain in the community helps to reduce the risk of higher cost institutional placements.

Suggested Title: Service Coordinator			
Personnel Director's Recommended Classification:		Grade: N	FLSA Class: Exempt
Full-time: <input checked="" type="checkbox"/>	Part-time: /hours	Projected Start Date: 3 positions 7/29/2024; 3 positions 1/6/2025	

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.
25.94	55,246	3,812	3,426	802	567	27,955	897	18

1. Where will the funds for this position come from?
 These positions are fully funded through billable Medicaid and MA Waiver revenue as well as reimbursement through WIMCR reconciliation.
 No County Levy will be required.
2. What equipment will need to be purchased for this position (desk, etc.)?
 Laptop set-up (\$1,500) will be a one-time purchase and cell phone (\$45/mo) for each position
 - a. Is office space presently available? YES Where? Human Services/Telework
 - b. Estimated cost of needed equipment? Laptop/computer set up \$1,500 x 6 = \$9,000 one time purchase and cell phone \$45/mo x 6 = \$3,240 yearly
 - c. Is the cost of needed equipment in the department budget? Laptops will be purchased using CST Grant Funds, ongoing cell phone costs will be incorporated into 2025 Budget
3. What is the grand total cost of all items this fiscal year? [\$22,205 (salary) + \$15,489 (fringe/wkrcomp) + \$1,725 (laptop & phone)] x 3 positions = \$118,257
4. What is the annual cost of salary and fringes, thereafter? [\$55,246 (salary) + \$37,477 (fringe/wkrcomp) = \$92,723] x 6 positions = \$556,338

Supervisory Responsibility (if applicable):

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

Not Applicable

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? _____

County Administrator – Action:

Date: 5/21/2024	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

Service Coordination Position Justification Summary

Comprehensive Community Services (CCS) & Children’s Long Term Support (CLTS) provide services to support individuals with a serious mental health issue or a physical or developmental disability in order to allow them to remain in the community and live as independently as they are able. Both programs are fully funded by Medicaid billing and waiver revenues as well as reimbursement through the WIMCR reconciliation. Without this level of support, some of these individuals would need to be in institutional settings. Much of the cost of institutional care requires county levy funding, so utilizing these programs to help individuals remain in the community helps to reduce the risk of higher cost institutional placements.

There continues to be significant need in Monroe County for these services. Wait lists continue to increase beyond the programs’ capacities. There are 229 individuals on the CCS wait list and 104 on the CLTS waitlist. Seventy-eight children are on both. The State has announced that they will be issuing corrective action plans for counties who do not meet state enrollment timelines. Monroe County will not be in compliance if we do not take action to address the service needs of these children.

In 2024 Human Services implemented a new model to better serve youth who are eligible for both the CCS and CLTS programs by assigning one service coordinator who is trained in both programs to work with these children. Previously there were two service coordinators (one from each program) working with these dually eligible children. This is a much more efficient service model and less complicated for families to have a single service coordinator who manages services for both programs. This model will help increase the number of youth we are able to serve with our existing staff, but it is still not sufficient.

The charts below show the current program caseloads and their maximum capacities as well as the status of the wait lists for CLTS and CCS services as of May 2024.

CURRENT CASELOADS	Current Caseload	Max Caseload Capacity	Capacity to Add New Cases
CCS ONLY SERVICES (4 FTEs ea. with max caseload of 23)	55	92	37
CCS/CLTS DUAL SERVICES (11 FTEs ea. with max caseload of 15)	115	165	50
CLTS ONLY SERVICES (7 FTEs ea. with max caseload of 30)	183	210	27
TOTAL	353	467	114

WAIT LIST FOR SERVICES	Current Wait List	Current Capacity for New Cases	Additional Capacity Needed
CCS REFERRALS TO BE SCREENED	132	18	114
SCREENED AS ELIGIBLE FOR CCS ONLY SERVICES	19	19	x
SCREENED AS ELIGIBLE FOR CCS/CLTS DUAL SERVICES	78	50	28
SCREENED AS ELIGIBLE FOR CLTS ONLY SERVICES	26	27	x
TOTAL	255	114	142

Positions Needed*	6
--------------------------	----------

**based on average caseload of : 23*

Unfortunately, even with this new service model, our current staffing will only allow us to enroll 114 of those waiting for services. Current staffing is not sufficient to serve the remaining 142 individuals. Six (6) additional Service Coordinator positions are necessary to meet the service needs of Monroe County residents who require these supports.



JOB DESCRIPTION

Title:	Service Coordinator (pre-credentialed / credentialed)	Date:	
Department:	Human Services	Pay Grade:	Pre-credentialed: M Credentialed: N
Reports To:	Human Services Manager	FLSA Status:	Exempt

POSITION SUMMARY

This position is responsible for providing the following types of services: needs assessments, crisis intervention, case planning, advocacy, and development of community resources; providing services to both children and adults with varying abilities and functioning levels. The position of Service Coordinator will be assigned a designated Unit within the Human Services Department.

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. Works to achieve involvement and participation of the service recipient, their family, and natural support system in resolving problems.
2. Works with service recipients to assess and develop goal-oriented, time-limited service plans to address identified needs.
3. Works to protect children, elderly, and at-risk adults; strives to maintain existing family units and individual autonomy in the community; or helps prevent out-of-home placement.
4. Assesses and evaluates prospective service recipient's immediate situation, determines appropriate response, and assures that response is made. Assesses and intervenes as necessary in crisis situations. Refers to and involves other community resources as needed.
5. Works to achieve active involvement and meaningful participation from schools, Courts, health care providers, law enforcement, and other appropriate community resources in resolving problems.
6. Advises service recipients when services are either not available or inappropriate.
7. Explains the consequences of non-compliance with Court orders to service recipients who are involuntarily referred, monitors utilization of services, and informs the Court of consumer's adherence to Court orders.
8. Coordinates access to services, monitors cases to ensure services are provided in an appropriate and timely manner, reviews progress, and terminates services when goals are attained.
9. Teaches service recipients about available community resources and how to independently gain access to needed services.
10. Advocates and works to coordinate services and support service recipients in achieving treatment objectives without duplication of effort and with maximum effective use of staff time and available resources.
11. Maintains a timely and complete record for all assigned cases; completes required written assessments, reports, and other related paperwork/documentation as necessary.

12. Develops and maintains professional knowledge and skills to enhance the programs and services provided. Attends and participates in staff development programs, including in-service training, staff meetings, and professional training/conferences.
13. Consults with supervisors, interdisciplinary teams, and legal counsel on appropriate case-specific matters, as necessary.
14. May facilitate treatment and/or other related, indicated services with groups of service recipients.
15. May be designated to speak to the community and other organizations to provide public education.
16. Other duties as assigned.

MINIMUM REQUIRED QUALIFICATIONS

Pre-Credential: Social Worker In Training

- Bachelor's degree in Social Work or related Human Services degree from accredited university.
- Completion of Social Work Training Certification outlined by Wisconsin DSPS within two (2) years from of hire.
- Must successfully pass caregiver and criminal background check.

Credentialed: Social Worker

- Bachelor's degree in Social Work or approved equivalent Bachelor's degree in a related Human Services program from an accredited university.
- Credentialed as a Certified Social Worker (CSW) in the State of Wisconsin.
- Must successfully pass caregiver and criminal background check.

PREFERRED QUALIFICATIONS

- Substance Abuse Professional certification may be required in some assignments.

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.
- Working knowledge of mental health and substance-use disorders, physical and developmental disabilities, diagnosis, and treatment.
- Working knowledge of client rights, confidentiality, standards of practice, and ethics in the mental health, substance-use, and other helping professions.
- Working knowledge of applicable Wisconsin State Administrative Codes which may include but not limited to, Chapters 34, 37, 46, 48, 51, 54, 55, 56, 58, 75, 938.
- Knowledge of human development and behavior, family, and group dynamics, and mental, physical, and social dysfunctions.
- Knowledge of and sensitivity to cultural differences and special needs of various minority groups, and ability to consult with other staff regarding these.
- Ability and skill to relate to individuals in stressful or crisis situations.

- General knowledge of interviewing and supportive counseling techniques.
- General knowledge of social casework techniques.
- Knowledge of social, economic, and health problems of basic human behavior and of available assistance and rehabilitative services and techniques.
- Knowledge of human service needs assessment methodologies.
- Knowledge of legal requirements including privacy, resident rights, confidentiality, and non-discrimination.
- Knowledge of goals, principles, and practices of human service programs, program administration, and program goals and their intended impacts.
- 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 develop, interpret and implement regulations, policies, procedures, written instructions, general correspondence, and other department-specific documents.
- Ability to adapt and take control of situations, dictating subordinate activities in a responsible manner.
- 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.
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- Work requires preparing and analyzing written or computer data and observing general surroundings and activities.
- Work is generally in a moderately noisy office setting or offsite locations.
- 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 CREATING NON-LAPSING ACCOUNT FOR USE OF MONROE COUNTY ECONOMIC DEVELOPMENT AND TOURISM CONFERENCE FUNDS

1 **WHEREAS**, Monroe County Economic Development and Tourism Committee is requesting that
2 a non-lapsing account be created to accept and maintain monetary funds pursuant to Wisconsin State
3 Statutes; and

4
5 **WHEREAS**, The Monroe County Economic Development and Tourism Committee mission is to
6 grow Monroe County’s economy through the coordination and promotion of its resources; and

7
8 **WHEREAS**, The Monroe County Economic Development and Tourism Committee has
9 established an Economic Development & Tourism Conference; and received \$8,184.62 from the 2024
10 Conference proceeds; and

11
12 **WHEREAS**, The Monroe County Economic Development and Tourism Committee wishes for
13 the funds in the amount of \$8,184.62 to be set aside in a non-lapsing Economic Development and Tourism
14 account to be approved by the Committee for future Conference use; and

15
16 **WHEREAS**, The Monroe County Economic Development and Tourism Committee wishes for all
17 future Conference funds to be set aside in said non-lapsing Economic Development and Tourism account
18 to be approved by the Committee for Conference uses.

19
20 **NOW, THEREFORE, BE IT RESOLVED:** by the Monroe County Board of Supervisors that
21 the Finance Department shall establish accounts 16702000 468500 Economic Development Conference
22 Revenue and 16702000 533010 Conference/Seminars expense as non-lapsing accounts in the Economic
23 Development and Tourism section to accept and maintain funds received from the Monroe County
24 Economic Development and Tourism Conference.

25
26 **FURTHER BE IT RESOLVED:** Use of non-lapsing funds will be approved for future
27 conference expenditure by the Economic Development and Tourism Committee.

28
29 Offered this 26th day of June, 2024 by the Economic Development and Tourism Committee.

30
31 Fiscal note: This resolution will create a Monroe County non-lapsing Economic Development and
32 Tourism account for future use of the funds received from Economic Development and Tourism
33 Conferences. This resolution will require a simple majority vote of the entire membership of the
34 Monroe County Board of Supervisors for approval.

35
36 Statement of purpose: This resolution will authorize the creation of a non-lapsing Economic
37 Development and Tourism revenue and expenditure line item in ORG 16702000 to hold funds as
38 established by this resolution.

39
40 Drafted by Tina Osterberg, County Administrator

Finance Vote (If required): <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Absent	Committee of Jurisdiction Forwarded on: _____, 20____ VOTE: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Absent Committee Chair: _____
--	---

Approved as to form:

Lisa Aldinger Hamblin, Corporation Counsel

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.

Monroe County Grant Administration Policy

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INTRODUCTION

Monroe County's Grant Administration Policy (MCGAP) establishes uniform policies and procedures to be standard throughout the "County" and to be used when applying for, accepting and administering federal, state, county, private foundation and corporate grants. For the purpose of this document a grant is defined as any contribution, award or gift of federal or state dollars or other federal or state assets, distributed directly from the Federal Government or through an intermediary agency such as the County, the State, a corporation or a private foundation that has to be applied for and may or may not be received. A funding allocation that is received routinely is not considered a grant for the purpose of this Policy. Grant agreements usually specify the maximum amount of funding, the scope of the work to be done, and the grant period (e.g. single or multi-year) as well as any special conditions applicable to the program.

This document describes the grant administration process and identifies the roles and responsibilities of those involved in grant management: Grant Project Manager, Department Heads, Committee of Jurisdictions, Corporation Counsel, County Board, Finance and other departments.

MCGAP identifies specific departments and employees that are routinely involved in the administration of grants. However, this policy applies to all personnel who are programmatically or fiscally responsible for developing, implementing, administering and/or reporting grant activity. It is essential for all County departments and personnel to adhere to all applicable federal, state and local laws, regulations, contract/grant agreements, as well as the grant policies and procedures outlined in the MCGAP, while administering grant-funded programs.

Non-compliance may result in the county being sanctioned and being liable. Incorrect or irreconcilable financial activity and account balances recorded in the County's financial management system may adversely affect the integrity of County financial reports and financial information reported to the grantor agency and the public. Lastly, it is necessary to help ensure the County is receiving the greatest possible economic benefit from the programs it administers. Adherence to policy and procedures will promote efficiency, better transparency, greater accountability and a more strategic approach to funding opportunities which will place the County in a more assured position for securing grant funds.

Monroe County Grant Administration Policy is divided into four sections: Section I has general information and purpose; Section II highlights the roles and responsibilities for each individual involved in administering grants and fiscal and statutory requirements; Section III outlines the County's fiduciary and administrative responsibilities including matching funds.

Due to the complexity of grants, other documents should be used in tandem with MCGAP. In most instances, the grantor will provide detailed guidance; some occasions will require consulting with County Administrator, Corporation Counsel and/or the Finance Department to research specific information.

SECTION I: GENERAL INFORMATION & PURPOSE

The County's purpose for the use of grants is to maximize external financial resources while protecting the integrity of the County's operational budget and long-term financial conditions. Grant writing and grant management take considerable investment of time and resources. When considering whether to apply for a particular grant, the initiating department deemed responsible for the grant must determine if the following are true:

Draft

- Grant shall help the County attain an objective and/or secure infrastructure investments that fit within the County's and responsible department's priorities.
- Grant can obtain sufficient budget appropriations and if matching funds are required, are available from responsible department's operating budget.
- Benefits derived from the grant have been determined sufficient to justify the cost involved in administering the grant and/or other funding sources will leverage or foster more creative public private partnership arrangements.
- A proposed budget identifies in sufficient detail the direct/indirect costs of salaries, benefits, supplies and materials, equipment, travel, computers, consultants and allocated administrative & internal costs.

County employees will only apply for grants that further Monroe County's goals and objectives and support programs which are consistent with the mission and priorities of the County and its departments.

All grants applied for under Monroe County's name shall be compiled and administered by Monroe County personnel. Under no circumstance shall another individual or entity complete or administer a Monroe County grant.

Grants must follow the grant procedures, even if the grant award has no Federal/State dollars and/or assets, in order to present uniform and consistent policies and procedures.

Grants contracting services or purchasing item(s) shall follow the Monroe County procurement and RFP bid processes.

Staff must immediately report all grant activity to Department Head or manager. This shall include all grants being considered for a program/project, even if the grant is not ultimately pursued.

SECTION II: ROLES AND RESPONSIBILITIES

In an effort to ensure all grants are administered in a consistent manner, the following roles and responsibilities have been developed for each staff member involved with grant projects. All departments and their staff whom occupy positions of responsibility, with respect to grant activity, have specific roles and responsibilities that shall be performed and upheld both ethically and in the best interests of Monroe County.

2.1 Responsible Department

The "Responsible Department" is the County department in which the grant originates. The responsible department shall maintain all hard and electronic copies of the grant activities and shall maintain grant information for the time period specified in the current County and/or State approved record retention schedules or as indicated within the grant contract (whichever is longer). It is the responsibility of the department to meet all grant requirements and any applicable federal, state, or local laws.

2.2 Grant Project Manager

The person pursuing the grant automatically becomes the Grant Project Manager (GPM)—unless the Department Head delegates another County employee.

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The department is responsible for the appropriate training level of the GPM to ensure understanding of writing and monitoring grants. And to fully understand a Request for Proposal (RFP) for the grant submission process.

The GPM shall discuss any grant opportunities with their manager and department head to get verbal approval before pursuing.

Grants, including those from private grantors and organizations, must follow the grant procedures.

Full approval process of Budget Adjustment or Resolution approval of County Board of Supervisors must be completed before any grant award shall be accepted.

AFTER AWARD

When grant funds are received by grant project manager check needs to be deposited with the Treasurer's office on the same day or safely locked up to be delivered on the next business day.

Grant fund check(s) or electronic funds transfer shall be entered in the Enterprise Resource Planning (ERP) System (Tyler Technologies) by the responsible department when received for deposit.

Cost Considerations & Requirements

It is the responsibility of the GPM to be familiar with the grant's programmatic and administrative requirements in order to comply with cost principles and administrative guidelines. Many grantor agencies will provide this information in the application packet instructions and/or the award documents.

The GPM is responsible for identifying and reporting allowable costs as defined by the granting authority, costs are budgeted, line item expenses must be approved by the budget adjustment or resolution process.

Financial Standards—Payments & Reporting

The GPM is responsible for program implementation, management, evaluation, documentation and ensuring compliance with all reporting requirements—financial and programmatic.

- Documentation and records must be properly maintained and should contain original signatures by authorized designee.
- Purchases with grant funding need to be in accordance with the County's procurement procedures and meet the requirements of the grant agreement. Questions regarding purchasing should be directed to Finance Department for clarification. GPM is responsible for ensuring in-kind match is documented and retained.
- Financial and progress reports are required to be submitted by the deadlines outlined in the Grant notice of award paperwork.
- Financial reports will be reviewed by GPM and any discrepancies noted and brought to the attention of the accounting staff in order for correction/adjustments to be made prior to submission.

Termination of Grant

It is the responsibility of the GPM to ensure all funds are expended by the grant termination date. The project's beginning and ending dates, which determine the funding period, are identified on the Notice of Award. Expenditures encumbered before award date or after grant termination date may be ineligible for reimbursement. An extension of the grant may be requested in the event the programmatic goals of the grant have not been met or funding remains.

- Closeout of grant includes ensuring timely submission of all required reports and making adjustments for amounts due. Closeout of grant does not automatically cancel any requirements for property accountability, record retention or financial accountability.
- Project closeout cannot be done until all obligations are met. Closeout activities shall include completion of the final programmatic and financial reports, determination of obligated and unobligated cash balances and completion of necessary accounting entries. Documentation shall be combined and retained by GPM. GPM shall work closely with Finance and/or responsible department's accounting team when closing out grants.
- GPM shall inventory any equipment purchased over \$20,000 and submit inventory records to the County Clerk for insurance purposes and Finance Department for capital inventorying.

Record Retention

Financial and programmatic records, supporting documents, statistical records and any other records that are required by the terms and conditions of the grant must be retained for the time period specified in the current County and/or State approved record retention schedules or as indicated within the grant contract, whichever is longer.

GPM is expected to ensure that records of different fiscal periods are separately identified and maintained so that information may be readily located and accessed.

2.3 Department Head

Department Heads review grant ideas with consideration to County Department goals and objectives and available resources before giving verbal.

Department Heads are responsible for assigning staff members to serve as Grant Project Manager (GPM). If a GPM leaves employment with the County, then the duty of GPM will be reassigned. Department Heads will work with the Finance Department and the Finance Committee if issues arise with the GPM's inability to successfully implement grant activities.

2.4 Committee of Jurisdiction

Department Head shall inform the Committee of Jurisdiction of interest/intent to write for a grant. If the grant is awarded the Budget Adjustment or Resolution process which results in acceptance of the grant begins with the Committee of Jurisdiction.

2.5 Corporation Counsel

Corporation Counsel is a resource for any legal questions pertaining to any documents or proceedings.

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2.6 County Board

Department Head with approval from the County Board Chair places budget adjustment or resolution on the County Board agenda for approval/acceptance of grant award.

2.7 County Administrator

The County Administrator shall be consulted for any grant applications which involve and/or require requests for bids or RFP's, new positions, equipment, ongoing expenses or inquiries in determination of conflicts of interest.

2.8 Information Technology

The Information Technology Director shall be consulted for any grant application questions involving and/or requiring new software implementation. Compatibility with existing software, availability of server space and/or any new computer or technology equipment is a consideration.

2.9 Finance Department

The Finance Department shall be consulted for any grant application questions or concerns regarding budgeting and general ledger account set up.

The Finance Director shall have primary inventory oversight responsibility for County capital assets, with assistance from responsible departments.

AFTER AWARD

When grant award letter/notification has been received, GPM shall send a copy of the completed grant packet and grant award letter to Finance Department for audit tracking purposes.

The Finance Department shall establish separate general ledger account codes as needed.

2.10 Other Affected Departments

The Treasurer's Office will establish bank accounts as needed.

Other departments shall make themselves available with appropriate notice to consult with the department seeking grant funding. This consultation will be coordinated by the GPM when necessary.

SECTION III: COUNTY FIDUCIARY RESPONSIBILITIES

3.1 Internal Controls

When the GPM applies for or accepts a grant, County management assumes the responsibility for administering the grant and the financial assistance in accordance with the provisions of all applicable laws, regulations, contracts and grant agreements. In determining compliance, employees working with grants shall look to any Federal or State mandated requirements and the County's control policy along with any grant specific requirements. The County's Accounting & Financial Policies and Procedures Manual was designed to ensure the County fulfills its fiduciary and administrative responsibilities, establishing policy to provide reasonable assurances regarding the achievement of County-wide and program-level objectives in the following categories:

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- Effectiveness and efficiency of operations
- Reliability of financial and programmatic reporting
- County compliance with applicable laws, regulations contracts, grant agreements and other compliance requirements
- Transactions are properly accounted for and recorded transactions are executed in compliance with all laws, regulations and provisions of contracts and grant agreements that could have a material effect on federal and other programs
- Funds, property and other assets are safeguarded against loss from unauthorized use or disposition

Conflict of Interest

Grant audit findings due to conflict of interest can damage the reputation and credibility of Monroe County. Further, the appearance of a conflict of interest can be just as damaging to the County as an actual conflict. The purpose of this policy is to avoid the appearance, as well as the actuality, of any conflict of interest or breach of trust by any official or employee of the County.

No employee or officer shall have direct or indirect interest (financial, personal or otherwise) in any activities relating to the selection, award or administration of a contract/grant supported by a Federal/State award if he or she has a real or apparent conflict of interest.

No employee or officer may solicit nor accept gratuities or anything of monetary value from contractors or parties to subcontracts. Refer to CODE OF CONDUCT IN PURCHASING section of the Monroe County Accounting & Financial Policies and Procedures Manual.

Reimbursement

To enhance cash management practices, it is the County's preference to receive funding on a cost reimbursement basis, unless specifically prohibited by the grantor. This basis minimizes the County's responsibility with respect to monitoring and administering interest earnings from grants.

The County's preferred method of reimbursement is electronic funds transfers ("EFT"). However if EFT is not available, reimbursement checks shall be made payable to the County of Monroe and mailed to:

Monroe County Treasurer
C/O "Department Name"
202 South K St., Rm 3
Sparta, WI 54656

In order to minimize foregone interest and to improve the County's cash flow, the Department Head shall drawdown grant funding timely as allowed by the Grant.

3.2 Administrative Responsibilities

Grant funding should be considered primarily for one-time or time-limited projects that do not have a significant long-term effect on the ongoing operating budget. Grants can be used as the primary financing mechanism to create new ongoing programs or services or to add unbudgeted positions when specifically approved by the County Board.

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Any grant application that requires the guaranteed continuation of grant-funded positions or graduated match resulting in full financial responsibility subsequent to termination of the grant, or that directly increases the County's ongoing operating cost, must be approved by the Finance Committee and the County Board.

3.3 Procurement

See Monroe County Accounting & Financial Policies and Procedures Manual for policies regarding purchasing.

3.4 Matching Funds

Match is the contribution of the County toward the eligible grant cost or cost sharing. County matching funds are typically from General Fund money (cash) or in-kind contributions of goods or services.

In-kind contributions are things that could exist (or could happen) without the grant. Contributions may consist of, but are not limited to, personnel time given to a project, use of existing equipment or facilities, office space or performance of services at a reduced cost.

To qualify as an in-kind contribution certain conditions may apply:

- Must be necessary and reasonable to accomplish the projects objectives;
- Does not come from a Federal source;
- Cannot be program income;
- Unable be used to match another Federal grant;
- Incurred and contributed within the grant period;
- Must apply to the cost sharing requirement of the grant.

In-kind contributions must be documented and verifiable. Records will be maintained to support how the value of the in-kind contribution was determined. Costs must also be authorized and legal—not prohibited under state or local laws or regulations.

If the department requires a supplemental request for cash matching funds, the department should notify the County Administrator and Finance Department for assistance.

3.5 Authority and Sources of Guidance

This policy supplements Federal Government requirements, any applicable State of Wisconsin requirements and the Monroe County Accounting & Financial Policies and Procedures Manual and serve as the general framework for departments to follow when applying for grants, negotiating the terms and conditions of grant agreements and administering grants. The policy is intended to provide consistent guidelines for grant administration to ensure optimum financial and administrative outcomes for the County.

APPENDIX A

Acknowledgement of Review of Grant Management Policies and Statutes

NOTE: All employees / personnel of Monroe County participating in any grant related activities shall read and sign this statement acknowledging their completion of the reading of the Grant Management Policy, the statutes and procedures in regards to grant activities.

I have received and read through the policy and procedures regarding grant management at Monroe County. I acknowledge I understand the information presented and feel competent to complete grant activities in the best interest of Monroe County.

Employee Signature

Employee Job Title

Date

Print Employee Name

Board & Committee Rules

MONROE COUNTY BOARD AND COMMITTEE RULES

The governing body of Monroe County, Wisconsin enacts the following rules to establish its preferences for self-governance.

Monroe County Board Rules

1. Chair. Duties and powers. The chairperson shall exercise the powers and perform the duties as set out in the Wisconsin Statutes, Monroe County Code, Monroe County Board Rules, and as otherwise directed by the Monroe County Board.

a) The Chair shall preside at all meetings of the board, conducting the meeting under the rules adopted by the board. The Chair shall be responsible for ensuring compliance with Chapter 19, Subchapter V, Open Meetings of Governmental Bodies of the Wisconsin Statutes.

b) The Chair, in consultation with the Vice-Chair, shall select the standing committee members except the Highway Committee and as otherwise set out in the county ordinances and state statutes.

c) The Chair, in consultation with the Vice-Chair, shall have the power to declare an emergency. Said declaration shall be ratified at the next regularly scheduled meeting of the county board or any special meeting scheduled prior to the next regularly scheduled meeting. The board shall set the duration of the emergency rules when affirming the declaration.

2. Vice-Chair. Duties and powers. The Vice-Chair shall act as Chair during the absence or disability of the Chair.

3. Meetings.

a) The meetings of the Board shall be: the Organizational Meeting on the third Tuesday in April following the spring election, the Annual Meeting on the first Wednesday of November; all other meetings shall be held the fourth Wednesday of each month. Meetings shall start at 6:00 p.m., unless the time or date is changed by the Chair or Vice-Chair of the Board.

b) The Chair shall call the board to order at the place and time noticed. At the beginning County Clerk shall then conduct a roll call and note whether a quorum is present; a quorum shall be 60% of the members. If a quorum is present, the business of the Board shall proceed. If a quorum is not present, the meeting shall adjourn until a time specified by the Chair and efforts will be made to reach a quorum. If both the Chair and the Vice-Chair are absent, the Board shall elect a temporary Chair.

- c) Any person not a member, wanting to address the Board on any matter, shall first obtain leave. Such leave to be requested by a member. In case of an objection by a member, such person may not be allowed to address the board. The Chair, without suspension of the rules, shall be permitted to call upon employees of any department for remarks.
- d) Every member, prior to speaking, shall indicate a request to speak electronically or by raising a hand. Priority may be given to electronic requests but the Chair retains discretion in choosing whom to recognize. Upon being recognized by the Chair, a member shall address the Chair and shall not be interrupted except by call to order. No member shall speak more than twice on the same question without leave of the Chair, and a member shall be limited to three minutes for each of their times in addressing the Board. Exempted from this limitation shall be committee chairperson/representative presenting a resolution or answering questions. The Board may, by a two-thirds vote of those members present, suspend the rules limiting time and amount to speak.
- e) When a member is called to order, the member shall not proceed to speak, except in explanation, until the Chair determines whether he/she is in order or not.
- f) It shall be the duty of all members to vote yes or no unless the Chair excuses a member from a vote for good and sufficient reason before the voting has begun.
- g) Every vote upon the levy of a tax or providing an appropriation of money shall be by roll call. All other voting shall be by voice vote, electronic vote, or electronic roll call vote of the majority required, at the discretion of the Chair. Any member may request roll call on any question. All roll call votes shall be electronic unless the Chair rules otherwise. Should the Chair grant an exception to the electronic roll call vote, the roll call vote by voice shall be by district numerical order except that the County Clerk shall rotate the order so that the member voting first shall have his/her name called last on the succeeding roll call vote by voice. This sequential rotation shall start with the Organizational Meeting and continue from meeting to meeting. The Chair shall always vote last.
- h) Special Board meetings may be called at the joint request of the Chair and Vice-Chair or upon a written request by a majority of the members of the Board delivered to the County Clerk specifying the time and place of the meeting. Special Meetings require a five (5) day notice to the members before the meeting.
- i) Roberts Rules of Order shall prevail regarding parliamentary procedure when not in conflict with any Board Rule.
- j) County Board members shall attend meetings in person for a determination of a quorum, voting, and per diems.
- k) Emergency Declaration Authorization Rules
- i. Meetings may be held virtually, in full or part.

- ii. A roll call determination of a quorum shall include members that appear virtually
- iii. Those in attendance in person will use voting system first, once votes are locked, and then those members attending virtually shall be by roll call vote with sequential rotation of tallying. Roll call votes may be added to the voting system before votes are revealed.
- iv. Members attending virtually shall receive per diems pursuant to the rules as if they physically attended the meeting.
- v. If a closed session is called, members appearing virtually are responsible for ensuring their participation maintains the confidentiality of the closed session.

4. Agenda.

- a) The order of reoccurring business shall be as follows: Call to Order, Roll Call, Pledge of Allegiance, Approval of Minutes, Public Comment Period, Appointments, Announcements, County Treasurer's Report, County Financial Report, County Administrator's Report, Budget Adjustments, Resolutions, and Adjournment. Other business shall be prioritized and included by the Chair.
- b) The County Clerk shall, at least five (5) days before each meeting of the Board (except when the Board is in continuous meeting), send to each member an itemized agenda containing copies of all resolutions and other matters to be considered by the Board. All items properly submitted by a committee and not withdrawn shall be placed on the agenda. The agenda shall be prepared by the County Clerk subject to the approval of the Chair.
- c) All resolutions or other matters to be brought before the Board shall be reported to the County Clerk at least six days prior to the Board meeting in order to be placed on the agenda for consideration. Matters brought to the County Clerk which are not properly presented for inclusion on the agenda shall be referred to the appropriate committee by the Chair.
- d) Matters brought up at a meeting which do not appear on the agenda shall not be discussed and shall be referred to the appropriate committee or placed on the next Board meeting agenda for discussion, as determined appropriate by the Chair.

5. Resolutions. Items, other than announcements, appointments or budget adjustments, coming before the Board for deliberation and action shall do so in the form of a resolution.

- a) Resolutions shall be identified by number set by the County Clerk. Resolutions shall contain a heading that generally describes the resolution. Resolution shall contain at the bottom a purpose statement, a fiscal note and identify the drafter.
- b) Resolutions received by members with the agenda need not be read. Any member may request that a resolution be read. Late resolutions not mailed with the agenda shall be read.

c) Any resolution or motion involving appropriation of money shall include a statement or a fiscal note that states the actual or anticipated cost and identifies the fund from which money will be appropriated. The resolution shall be offered to the Finance Committee to allow comment on the proposed funding. The resolution shall state if more than a simple majority is required for passage and the size of majority. It shall further be determined that there has been compliance with Wisconsin Statute 65.90 (municipal budgets) and any appropriate County Board resolutions.

d) Any member who wishes a particular resolution be brought before the entire Board shall do so by use of Committee Rules.

e) All resolutions shall be reviewed by Corporation Counsel as to form and as to compliance with §65.90 Wis. Stats.

6. Per Diems.

a) Per diem for meetings will be paid on a monthly basis. Members who fail to attend some portion of the meeting, unless excused by the Chair, shall receive a reduced amount equal to one-half the allowable amount.

b) All reimbursement claims of members and other individuals eligible for per diem and other expenses shall be submitted pursuant to county practice or policy. Claims will be reviewed and allowed or denied by the Finance Committee in accordance with county policies, ordinances and state statute. Expense sheets are to be submitted to the County Clerk's Office in a timely manner in accordance with county practice and policy.

c) If an individual eligible to claim per diem attends two or more meetings on the same date, per diem shall be allowed for each meeting at which the individual is present for roll call and adjournment of each such meeting.

7. Amendment of Rules. No rule shall be changed, modified, or amended unless it is presented and voted on in resolution form at a regular meeting.

Committee Rules

Counties are authorized under §59.13 Wis. Stats. to establish the purpose, duties, manner of reporting and remuneration of committees. Committees are as specified in the ordinances and statutes and charged with the duties and responsibilities therein. Committees shall exercise only the authority given them by the Board or law. Committees shall strive to give detailed attention to issues and present options and recommendations to the Board.

The County shall use three types of committees: standing, special (or adhoc) and advisory. Standing committees are set up to address continuing functions and have standing authority to act on behalf of the Board within an identified scope and area as set out in the ordinances or by rule or resolution.

BUDGET MODIFICATIONS

Reclassifications that increase or decrease both revenue and expenditures due to new grants, changes in grant funds, transfers from sources in the County outside the Department's original budget, or other reason shall be made only with approval of the Finance Committee and full County Board.

In accordance with Governmental Accounting Standards Board (GASB) Statement No. 34, *Basic Financial Statements-and Management's Discussion and Analysis-for State and Local Governments*, the County will report the original budget, in addition to the revised budget.

The original budget may be adjusted by reserves, transfers, allocations, supplemental appropriations, and other legally authorized legislative and executive changes before the beginning of the fiscal year.

The final budget is the original budget adjusted by all reserves, transfers, allocations, supplemental appropriations, and other legally authorized legislative and executive changes applicable to the fiscal year.

BUDGET LINE ITEM TRANSFER PROCEDURES (6.28.23)

A line-item transfer (LIT) will be made prior to any roll up 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 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.

BUDGET MODIFICATIONS PROCEDURES

To initiate a budget adjustment, the Department Head shall notice the review, discussion and action of this completed and signed Notice of Budgetary Adjustment 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 the form along with a copy of the meeting minutes shall be forward to the County Clerk to be noticed on the Finance Committee agenda for review, discussion and action.

Upon Finance Committee approval the signed Budgetary Adjustment form shall be forwarded to the County Clerk to be notice on the County Board agenda for review, discussion and action. Per WI Stats 65.90(5)(a) 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. If unavailable make arrangements to coordinate to have someone available incase questions arise.

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MONROE COUNTY Credit Card Policy

PURPOSE OF POLICY

Monroe County recognizes that there will be occasions when employees need to use a credit card for travel or other County approved purposes. The purpose of the county credit card is to provide a means of purchasing when it is impractical to use a check. Purchases made using a county credit card must be in the course of official Monroe County business. Credit cards are not intended nor shall be used to replace the official purchasing procedures. In addition all credit card purchases shall comply with county purchasing procedures.

ACQUIRING A COUNTY CREDIT CARD

1. Monroe County has Elan Visa credit cards issued to employees hired into positions identified as needing a credit card in the course of their job functions. The list of identified positions and the credit limit for those positions is attached to this policy as Attachment B.
2. An Employee Agreement, Attachment A, must be signed by the employee and their supervisor for an employee to be issued a county credit card.
3. The completed Employee Agreement will be forwarded to the Finance Director to order the card. The card will be ordered in the employee's name and for the credit amount listed in Attachment B for their position. The card will arrive in approximately 1 week.
4. If a credit card is needed for an employee whose position isn't on the identified list or if a position on the list has a need for a higher credit limit, the Department Head must submit a Credit Card Request Form to their committee of jurisdiction for approval. Once approved, the Credit Card Request Form is then forwarded to the County Clerk's office for inclusion on the Finance Committee agenda. Upon Finance Committee approval, the County Clerk will forward the approved form to the Finance Director for ordering the card or increasing the credit limit.

At the June and December Finance Committee meetings, the Finance Director will present a report showing the employees who have county credit cards and what their credit limits are.

EMPLOYEE AGREEMENT FOR COUNTY CREDIT CARD

I, (employee name) _____, agree to comply with the following terms and conditions regarding my use of the Monroe County credit card.

- I understand that I will be making financial commitments on behalf of Monroe County and will strive to obtain the best value for the County. Monroe County is exempt from sales tax therefore no WI sales tax should be charged.
- I understand that Monroe County is liable for charges made on the card. However, I will be responsible for charges without proper documentation or authorization.
- I agree to use this card for approved purchases only and agree not to charge personal purchases. Cash advances are strictly prohibited on any county credit card. **County Credit cards cannot be used for meals, gasoline or other reimbursable items.** I understand that the County Finance Department will audit the use of this card and report any discrepancies to the appropriate supervisors.
- I understand receipts that detail what is purchased are required for credit card purchases and that the receipts must be turned into the designated person timely. If there are unallowed charges on the receipt, the employee will need to contact the vendor directly to request a credit for the unallowed charges.
- I will follow the established procedures for the use of the credit card. Failure to do so may result in either revocation of my use of the county credit card and/or other disciplinary actions up to and including termination.
- I agree that I am responsible for the protection and custody of the credit card while it is in my possession. If the card is lost or stolen, I agree to notify the Finance Department immediately so the card can be cancelled.

Employee Signature: _____ Date: _____

Department Head Signature: _____ Date: _____

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ATTACHMENT B

POSITIONS AND LIMITS APPROVED FOR COUNTY CREDIT CARD:

Administrator

Administrator \$5,000
Executive Assistant \$2,500

Child Support

Director \$1,000
Child Support Specialist \$1,000

Clerk of Court

Clerk of Court \$1,000

County Clerk

County Clerk \$5,000

Corporation Counsel

Corporation Counsel \$1,000
Assistant Corp Counsel \$1,000
Office Leader \$1,000

District Attorney

Office Manager \$5,000
Investigator \$5,000

Finance

Finance Director \$5,000
Accounting Manager-HS & RH \$5,000
Financial System Coordinator \$2,500
Payroll Specialist \$1,000
Account Specialist (CLTS) \$5,000
Account Technician (CLTS) \$5,000

Facilities & Property

Director \$5,000

Forestry & Parks

Administrator \$2,000
Park Manager \$3,000

Health Department

Director/Health Officer \$5,000
Public Health Nursing Manager \$1,000
Public Health Nurse \$1,000
Community Educator \$1,000
WIC & Nutritionist Manager \$1,000

History Room

Director \$2,500

Highway Department

Hwy Commissioner \$1,000
Office Manager \$1,000
Administrative Assistant \$1,000
Hwy Operations Coordinator \$1,000

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Fleet & Facilities Manager \$1,000
Hwy Inventory Specialist \$5,000
Facilities Maintenance Technician \$1,000
Human Resources
 Director \$1,000
Human Services
 Director \$1,000
 Behavioral Health Manager \$1,000
 Community Based Services Manager \$1,000
 Community Based Services Supervisor \$5,000
 MH Nurse \$1,000
 Clinical SA Counselor \$1,000
 BH Professional \$1,000
 CSP Clinical Coord/MHP \$1,000
 CSP Case Manager \$1,000
 Service Coordinator \$1,000 or \$5,000 if CLTS
 Children & Family Services Manager \$1,000
 Children & Family Services Supervisor \$1,000
 CPS Professional \$1,000
 Permancy Resource Coordinator \$1,000
 Foster Care Coordinator \$1,000
 YJ Professional \$1,000
 Clerical Manager \$1,000
 Economic Support Manager \$1,000
 ADRC Manager \$5,000
 Administrative Assistant \$1,000
 Elderly Benefit Specialist \$1,000
 Disability Benefit Specialist \$1,000
 Options Counselor \$1,000
 Dementia Care Specialist \$1,000
 Mini Bus Driver \$1,000
 Nutrition Coordinator \$1,000
Information Technology
 Director \$1,000
Justice Department
 Justice Programs Director \$1,000
 Justice Programs Manager \$5,000
Land Conservation
 Director \$1,000
Medical Examiner
 Medical Examiner \$1,000
Register of Deeds
 Register of Deeds \$1,000

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Rolling Hills

Administrator \$1,000
Food Service Manager \$1,000
CBRF & Activities Manager \$1,000
Central Supply Aide \$1,500

Sanitation, Zoning & Dogs

Sanitation & Zoning Director \$3,000
Land Info Officer/GIS Coordinator \$1,000
Shelter Coord/Humane Officer \$1,000

Sheriff Department

Sheriff \$1,000
Chief Deputy \$ 1,000
Office Manager \$2,500
Administrative Assistant \$1,000
Captain-Administration \$3,000
Captain-Patrol \$3,000
Captain-Jail \$3,000
Jail Lieutenant \$3,000
Jail Sergeant \$1,000
Jailer \$1,000
Investigator/Detective \$1,000
Patrol Sergeant \$1,000
Patrol Deputy \$1,000
Baliff \$1,000
Emergency Management Coordinator \$1,000
Telecommunicator Supervisor \$1,000

Solid Waste

Director \$2,500

Treasurer

Treasurer \$2,500

UW Extension

Administrative Associate \$1,000
UW Agent \$1,000

Veterans Services

Veterans Services Officer \$1,000
Assistant Veterans Services Officer \$2,500

CREDIT CARDS/PURCHASING CARDS

ISSUANCE OF ELAN COUNTY CREDIT CARDS OR PURCHASING CARDS

Monroe County recognizes that there will be occasions when employees need to use a credit card for travel or other County-approved purposes. Therefore, the County has Elan Visa credit cards issued to employees ~~upon approval by the Committee of jurisdiction and the Finance Committee~~ hired into positions identified in the Monroe County Credit Card Policy as needing a credit card in the course of their job functions. The cards will be retained and stored in a locked cabinet when not being used.

County issued credit cards are provided to approved staff in order to make purchases of goods and/or services on behalf of Monroe County. All County transactions shall be traceable to an authorized employee.

SALES TAX

Note: Typically, local governments are exempt from paying sales tax, depending on state law. Monroe County is set up with many vendors as tax exempt and the county also has a State Tax Exempt form to use when making purchases at vendors where the county is not already set up as tax exempt. The following policy may be used in those situations. The IRS does not provide governmental entities with a tax-exempt number (TIN), also referred to as an employer identification number (EIN).

As a special service to government entities, the IRS will issue a "governmental information letter" free of charge, which describes government entity exemption from Federal income tax and cites applicable Internal Revenue Code sections pertaining to deductible contributions and income exclusion. Most organizations and individuals will accept the governmental information letter to support the governmental entity's status as a "tax exempt" or charitable entity.

Taxes that local governments are legally required to pay are allowable expenses for Federal grants (2 CFR 200.470). Taxes that are avoidable are not allowable grant expenses.

Card users should remind vendors at the time of purchase that according to the tax laws in Wisconsin, Monroe County is exempt from sales tax. Cardholders should keep a copy of Monroe County's sales tax exemption form with them to present to the vendor at the time of purchase. If a cardholder is charged sales tax for a card purchase that should be tax exempt, the cardholder ~~should~~ will need to contact the vendor directly to request a credit for the amount of the sales tax.

CARD USER RESPONSIBILITIES (6/2023)

Upon issuance, card users will be required to sign a statement acknowledging the following:

- The card shall be used exclusively for legitimate County-related business purposes
- If additional purchase capacity is required for a credit card purchase ~~the Finance Director shall be notified and approve the use of either~~ the Finance Director, County Administrator or Executive Assistant are allowed to make making the purchase on their behalf. Charges will be directly charged to appropriate expenditures lines during Purchase Card Approvals.
- When departmental staff will have lodging charges that do not have their own card the department head may sign off on the hotel credit card authorization form approving the charges ahead of time.
- The cardholder agrees to take reasonable precautions to protect the card from loss or theft by storing it in a secure location, and understands the actions to take in case of theft or loss
- The cardholder will follow all required procurement policies and procedures
- The cardholder understands and agrees to disciplinary procedures for misuse of the card

Card users will turn in receipts with appropriate account coding to the Department Head (or their designee) when they return the credit card. The Department Head (or their designee) will attach the receipts to the Purchase Card Statement on a monthly basis. If a receipt is missing when the monthly statement is reconciled, ~~the Account Specialist will confer with the Department Head to determine who used the card, and~~ the Department Head will follow up with that employee to get the receipt.

Any fraudulent or other unauthorized charges shall be immediately pointed out to the Finance Director for further investigation with the card provider.

Personal use of credit cards is strictly prohibited. Any personal use will be reported to the Finance Director and will be subject the employee to the County's disciplinary actions discussed earlier in this manual and in the Personnel Manual.

Cardholders shall report the loss or theft of a corporate credit card immediately by notifying the credit card company (telephone number (800)-344-5696, 24 hours a day, seven days a week) as well as the Finance Director.

REVOCATION OF ELAN COUNTY CREDIT CARDS OR PURCHASING CARDS

Failure to comply with any of these policies associated with the use of Monroe County's corporate credit cards or purchasing cards shall be subject to possible revocation of card privileges. The Finance Director, with the approval of the Department Head, shall determine whether credit cards or purchasing cards are to be revoked.

COUNTY CREDIT CARD ISSUANCE PROCEDURES

- ~~1. A Department Head must submit a written request to the committee of jurisdiction for approval.~~
- ~~2. A Department Head must submit a written request using the credit card request form (to the County Clerk's office) for inclusion on the Finance Committee agenda once the committee of jurisdiction approves. The request must include the person's name, credit limit, and justification for the credit card.~~
- ~~3. The Finance Committee shall review the request and grant or deny approval of the credit card request. Upon approval of the request, the employee will fill out an employee agreement form and forward to the Finance Department. The Finance Department will apply for the credit card on the on-line credit card website.~~

1. Monroe County has Elan Visa credit cards issued to employees hired into positions identified as needing a credit card in the course of their job functions. The list of identified positions and the credit limit for those positions is attached to this policy as Attachment B.
2. An Employee Agreement, Attachment A, must be signed by the employee and their supervisor for an employee to be issued a county credit card.
3. The completed Employee Agreement will be forwarded to the Finance Director to order the card. The card will be ordered in the employee's name and for the credit amount listed in Attachment B for their position. The card will arrive in approximately 1 week.
4. If a credit card is needed for an employee whose position isn't on the identified list or if a position on the list has a need for a higher credit limit, the Department Head must submit a Credit Card Request Form to their committee of jurisdiction for approval. Once approved, the Credit Card Request Form is then forwarded to the County Clerk's office for inclusion on the Finance Committee agenda. Upon Finance Committee approval, the County Clerk will forward the approved form to the Finance Director for ordering the card or increasing the credit limit.

5. The Finance Department shall maintain all records of credit card requests, approvals/ denials, and lost/stolen/destroyed card information.
6. The Department Head shall monitor the use of the department's credit cards.
7. The following restrictions shall apply to credit cards and their use:
 - a. County credit cards are to be used only for County business. Personal use is not allowed.
 - b. Minimum credit card limit authorized to staff is \$1,000, unless extenuating circumstances exist.
 - c. Credit card limits are not to exceed \$5,000
 - d. **Each credit card can only be used by the employee whose name is on the county credit card.**
 - e. Do not use your credit card for departmental use outside of the department(s) you work in; except for Finance Director, **County Administrator** and Executive Assistant (~~with Finance Director approval~~).
 - f. Cash advances are not allowed.
 - g. Telephone calls are not allowed.
 - h. Prior to separation from the County or transfer to another department, the cardholder shall surrender the credit card to the Finance Department. The department head is responsible to notify the Finance Director when a credit card holder leaves county employment or transfers. The Finance Department shall cancel the card.
 - i. An Employee Agreement shall be signed and filed with the Finance Department before the card is assigned to the employee/department.
 - j. All credit card receipts and monthly statements must be attached to Purchase Card Statements in Enterprise ERP, powered by Munis prior to releasing for workflow approvals.
 - k. The Department management staff along with the Finance Department will review and approve all transactions. Any credit card transactions submitted without proper documentation shall be deemed the personal obligation of the employee making that transaction.
 - l. The credit cards shall be used only for the approved purchases allowed by the Finance Committee: gas (if using a County owned vehicle), lodging, registrations, gift certificates (only for program client activities) and supplies. Use of any County issued credit card shall not be deemed a substitute for not following standard Monroe County purchasing policies and practices.
 - m. The credit cards will not be used for cash cards, gift certificates (other than stated in "l." above) and meals or other reimbursable items.
8. The departments shall take out other credit cards only as stated below.
9. Reasons for cancellation for credit cards include, but are not limited to:
 - a. If late fees are charged to an account the Finance Committee may cancel that department's credit card.
 - b. Failure to turn in credit card receipts may result in the cancellation of the credit card and the employee being asked for reimbursement by action of the Finance Committee.
 - c. Any individual or department who violates the above procedures may have his/her/its credit card privileges terminated by the Finance Committee.

COUNTY PURCHASING CARDS OTHER THAN ELAN

Monroe County Departments may have the need for Credit Cards other than Elan. Employees are required to follow the rules above that are listed for the Elan Credit Card.

Kwik Trip credit cards are ordered and monitored by the Executive Assistant and utilized by the Sheriff Department, ADRC mini-bus drivers, Rolling Hills van drivers and other departments where staff drive County owned vehicles. Staff are required to obtain a receipt for each purchase and turn in to the designated employee at their department

and forward to the Account Specialist each month to match to the Kwik Trip statement. If the department can provide proof of purchases by a means other than a receipt, those procedures will be reviewed on an individual basis by the Finance Director to be sure documentation meets the requirements of the County and the County's Auditor. (6/2023)

John Deere Financial is used by the Highway Department and Maintenance Department for purchases at businesses where use of the Elan county card is not feasible.