



MONROE COUNTY BOARD OF SUPERVISORS

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NOTICE OF MEETING

ADMINISTRATION & PERSONNEL COMMITTEE

DATE: Tuesday, September 10, 2024
TIME: 9:00 a.m.
PLACE: Monroe County
County Board Assembly Room
210 W. Oak Street – Room 1200
Sparta, WI 54656

SUBJECT MATTER TO BE CONSIDERED

1. Call to Order/Roll Call
2. Public Comment
3. Next month's Meeting Date/Time
4. Minutes Approval of August 13, 2024
5. Land Information
 - a. Tax Parcel In-Rem Foreclosure Policy Update
6. Information Technology Director Report
7. Resolution(s) – Discussion/Action
 - a. Resolution Authorizing Amendments to the Monroe County Deferred Compensation Plan
 - b. Resolution Creating Monroe County Request for Proposal (RFP) Policy
8. Human Resources
 - a. Resolution Authorizing Changes to the Monroe County Personnel Policy Manual Section 4.61 – Discussion/Action
 - b. New Position Requests/Personnel Policy – Discussion Only
 - c. Director Report
9. 2025 Budget Presentations
 - a. County Board
 - b. County Clerk
10. County Administrator's Report
11. Monroe County Board Rules Review/Suggested Updates – Discussion/Action
 - Budgetary Adjustment/Fiscal Note Process
 - Meeting Decorum Request to Speak
12. Next Month's Agenda Items
13. Adjournment

Wallace Habegger, Committee Chair

Date notices mailed: September 5, 2024

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

Administration & Personnel Committee
August 13, 2024

Present: Wallace Habegger, Todd Sparks, James Kuhn, Jason Jandt, Toni Wissestad
Others: Tina Osterberg, Adrian Lockington, Ed Smudde, Diane Erickson, Richard Folkedahl, Pam Pipkin, Kerry Sullivan-Flock, Jeremiah Erickson, Deb Brandt, Gary Dechant, Hannah Olsen, Christopher Weaver, Wes Revels, Tiffany Giesler, Kathryn Ladue, Laura Reutlinger

Jason Jandt leaves meeting at 11:38 a.m.

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

- No individual's spoke during the public comment period.
- Next Month's Meeting Date/Time – The next meeting is September 10, 2024 at 9:00 a.m. in the Monroe County Board Assembly Room.
- Minutes Approval – Motion by Jason Jandt second by Todd Sparks to approve the July 9, 2024 minutes. Carried 5-0.
- Nationwide Presentation of IRON Proposal by Gregg Sperber.
- Deferred Compensation Nationwide Plan Presentation. Motion by Jason Jandt second by Jim Kuhn to approve the Deferred Compensation Nationwide Investment Plan and to add Creative Planning IRON to the plan design. Carried 5-0.
 - Resolution to be drafted.
- Land Records Budget Adjustment – Motion by Toni Wissestad second by Jason Jandt to approve budget adjustment. Jeremiah Erickson, Land Information Officer/GIS Coordinator explained the 2024 budget adjustment in the amount of \$1,350.00 for ESRI software. Carried 5-0.
- Human Resources Credit Card – Motion by Jason Jandt second by Toni Wissestad to approve credit card. Ed Smudde, Human Resources Director explained credit card request in the amount of \$1,000.00 for Human Resources Coordinator. Carried 5-0.
- 2025 Budget Presentations
 - Surveyor - Gary Dechant provided his budget and answered questions.
 - Child Support - Pamela Pipkin provided her budget and answered questions.
 - Land Information – Jeremiah Erickson provided his budget and answered questions.
 - Veterans Services – Charles Weaver provided his budget and answered questions.
 - Register of Deeds – Deb Brandt provided her budget and answered questions.
 - Corporation Counsel – Kerry Sullivan-Flock provided the budget and answered questions.
 - Information Technology – Rick Folkedahl provided his budget and answered questions.
 - Human Resources – Ed Smudde provided his budget and answered questions.
- Register of Deeds – Land Records Life Cycle Extension - Motion to approve by Jason Jandt second by Jim Kuhn to continue with vendor Fidar Technology for three (3) years [2025-2027]. Carried 5-0.
- Land Information
 - a. Request for Proposal – Address Comparison & Discovery Project – Motion by Jim Kuhn second by Toni Wissestad to approve the recommendation and award DataMark Technologies for the project if awarded the NG911 Grant application. Carried 5-0.
 - b. NG911 GIS Grant Program Application – Motion by Jim Kuhn second by Jason Jandt to apply for the NG911 Grant. Carried 5-0.
 - c. Tax Parcel In-Rem Foreclosure Policy – Moved to September Agenda - approved by chair.
 - d. Land Information Office Funding Possibilities – Jeremiah Erickson provided information and answered questions.
- Rick Folkedahl provided the Information Technology Director Report.

- Human Resources
 - a. New Position Requests

*Resolution Authorizing the Establishment of a Full-Time Environmental Health Coordinator in the Monroe County Health Department – Motion by Jim Kuhn second by Jason Jandt to approve resolution. Ed Smudde and Tiffany Geisler provided information on the position, department efficiencies, revenue and no additional funding requests in addition of the staff organization and impact. Carried 3-2.

*Resolution Authorizing the Establishment of a Full-Time Community Health Manager in the Monroe County Health Department – Motion by Jason Jandt second by Toni Wissestad to approve resolution. Ed Smudde and Tiffany Geisler provided information, department consolidation that includes the WIC division, policy procedures and administrative duties with the increase of caseloads. Carried 3-2.

- b. Personnel Policy Manual, Infectious Disease Policy – Ed Smudde provided updates on the previous change recommendations and discussion review. Todd Sparks, Vice Chair of Admin and Personnel Committee questions the term change. Suggestion to remove 10(a) sentence: Our default position should be that in-person meetings will be cancelled unless there is a compelling need to meet in person. Correction of spacing in Physical distancing. Committee approves the amended changes and to bring forward to September agenda.
- c. 2025 Health Insurance Rate Approval – Ed Smudde presented information on structure, design and proposed plan and answers questions. Motion to recommend Health Insurance Plan – confirming HR-5 document, Jason Jandt second by Toni Wissestad. Carried 5-0.
- d. Wellness Plan Design – Ed Smudde provides information on the RFP of external proposal vs. internal proposal. Recommendation to keep the program internal and provide the service and be flexible.

Supervisor Jandt was excused from the meeting at 11:38 a.m.

- e. 2025 Dental Insurance Rate Approval – Ed Smudde provides information on the 2025 Dental Plan rates. Motion by Toni Wissestad second by Jim Kuhn to approve the 2025 Delta Dental Plan Rates as presented. Carried 4-0.
- f. Ed Smudde provided the Personnel Director Report.

- County Administrator

- a. Monroe County Personnel Policy Manual Hours of Work-Official Office Hours – Tina Osterberg provides additional information on options of proposed official hours of operation. Allowing exemptions in the court systems. Tina Osterberg answers questions. Motion by Todd Sparks second by Jim Kuhn to table until March 2025 agenda with the option of departments tracking visitors. Carried 4-0.
- b. RFP Policy – Tina Osterberg provides updated information. Tabled.
- c. Administrator 2025 Budget – Tina Osterberg provided her budget and answered questions.
- d. Tina Osterberg provided the County Administrator Report- including update on the Strategic Planning upcoming meetings.

- Strategic Plan – Toni Wissestad confirms upcoming meetings and the old mission statement sign has been removed from the podium and new signage is underway for the assembly room.

- Monroe County Board Rules Review/Suggested Updates – Tabled.

- Budgetary Adjustment/Fiscal Note Process
- Meeting Decorum Request to Speak

- Next Month's Agenda Items:

- Monroe County Board Rules Review/Suggested Updates – Corporation Counsel Discussion/Action
- Budgetary Adjustment/Fiscal Note Process
- Meeting Decorum Request to Speak
- New Position Request/Personnel Policy Discussion/Action
- Tax Parcel In-Rem Foreclosure Policy
- Personnel Policy Manual, Infectious Disease Policy – Human Resources Discussion/Action
- Health Insurance Presentation Preview – Human Resources

- RFP Policy – Discussion/Action

- Wallace Habegger adjourned the meeting at 12:18 p.m.

Adrian Lockington
Recorder

RESOLUTION AUTHORIZING AMENDMENTS TO THE MONROE COUNTY DEFERRED COMPENSATION PLAN

1 **WHEREAS**, resolution 69-83 authorized Monroe County to adopt the National Association of Counties
2 Deferred Compensation Program through Nationwide for the voluntary participation of all eligible county
3 employees; and
4

5 **WHEREAS**, Monroe County has become aware of recommended amendments to clean up and enhance
6 our Deferred Compensation Plan by our retirement specialist; and
7

8 **WHEREAS**, Monroe County believes it is in the best interest of the employees to allow Roth Elective
9 Deferrals with the Monroe County Deferred Compensation Plan allowing new staff to rollover contributions from
10 previous external plans and current staff the flexibility of post-tax contributions; and
11

12 **WHEREAS**, going forward all agreement language will be adjusted to allow for Monroe County eligible
13 participants only; and
14

15 **WHEREAS**, all contributions made to the Monroe County Plan are employee contributions. Agreement
16 language will be adjusted to be most advantageous to employees regarding retirement age and eligibility for
17 withdrawal of funds; and
18

19 **WHEREAS**, Monroe County wishes to appoint IRON Fiduciary Investment Services as an Investment
20 Advisor and Investment Manager to the Plan to act as a fiduciary in good faith and with the degree of diligence,
21 care and skill that a prudent person rendering similar services would exercise under similar circumstances with
22 respect to the selection and retention of the Plan's Designated Investment Alternatives.
23

24 **NOW, THEREFORE, BE IT RESOLVED** by the Monroe County Board of Supervisors that they do hereby
25 authorize the Monroe County Administrator and Human Resource Director to sign the needed documents to
26 amend the County's Deferred Compensation Plan to clean up unnecessary options such as Independent
27 Contractors and Fire Protection employees, and allow for Roth Elective Deferrals.
28

29 **BE IT FURTHER RESOLVED**, by the Monroe County Board of Supervisors that they do hereby authorize
30 the Monroe County Administrator and Human Resources Director to sign the needed documents to add the IRON
31 Fiduciary Investment Services as an Investment Advisor and Investment Manager to our Plan.

Dated this 25th day of September, 2024.

Offered By The Administration and Personnel Committee.

Fiscal note: No impact to Monroe County budget.

Statement of purpose: To authorize Human Resources and County Administration to sign amended Deferred Compensation Adoption Agreement Plan and documents appointing IRON Fiduciary Investment Services as an Investment Advisor and Investment Manager to the Plan.

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
Approved as to form: _____ Lisa Aldinger Hamblin, Corporation Counsel	Committee Chair: _____ _____ _____

ADOPTED FAILED AMENDED

OTHER _____

County Board Vote on: _____ 20__

_____ Yes _____ No _____ Absent

STATE OF WISCONSIN

COUNTY OF MONROE

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

SHELLEY R. BOHL, MONROE COUNTY CLERK

A raised seal certifies an official document.

RESOLUTION CREATING MONROE COUNTY REQUEST FOR PROPOSAL (RFP) POLICY

1 **WHEREAS**, the Monroe County Administration and Personnel Committee recommends approval of the attached
2 Monroe County Request for Proposal (RFP) Policy as proposed by the County Administrator; and
3

4 **WHEREAS**, the policy establishes uniform policies and procedures to be used when purchasing public works
5 projects and professional services for \$20,000 or more with sealed bids; and
6

7 **WHEREAS**, the policy also identifies roles and responsibilities of those involved in the sealed bid process.
8

9 **NOW, THEREFORE, BE IT RESOLVED**, the Monroe County Board of Supervisors hereby approves effective this
10 date the proposed Monroe County Request for Proposal (RFP) Policy.

Dated this 25th day of September, 2024.

Offered by the Administration and Personnel Committee.

Fiscal Note: No direct costs, any costs associated with the advertisement of sealed bid will be charged to the project or professional service.

Statement of purpose: To approve the Monroe County Request for Proposal (RFP) Policy to go into effect immediately.

Drafted by Tina Osterberg, County Administrator

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

COUNTY OF MONROE, WISCONSIN

REQUEST FOR PROPOSAL (RFP) POLICY

OVERVIEW

The Request for Proposal (RFP) Policy shall comply with The Monroe County Code of Ordinances, Chapter 14, Finance and Taxation, Section 14-72 Purchasing Policy and Procedures and Accounting and Financial Policies and Procedures Manual.

Monroe County shall comply with the following purchasing thresholds for all public works and professional services projects.

PURCHASING THRESHOLDS

The following method shall determine the method of solicitations and process to implement.

1. **Purchases less than \$5,000.** Made or authorized by department head. Purchases wherein the total purchase price amounts up to \$5,000.00 or less from any line item that is part of their approved budget subject to availability of funds.
2. **Purchases made \$5,000-\$19,999.** Three documented price quotes are required. As part of the review process the staff member/project manager requesting the quotes shall document and report all quotes to County Administration.
3. **Purchases \$20,000 or more Sealed Bids.** Sealed Bids will be required and there is to be a class 1 public notice published in the County's official newspaper. Department Head/Project Manager shall obtain approval from committee of jurisdiction to enter into a sealed bid process. See Administration Oversight Section for continued processes and requirements. Upon the deadline of the sealed bids the department head shall open the sealed bids with at least one other Monroe County staff member present and create a bid sheet to be submitted to the oversight committee. As part of the review process the staff member requesting the bid shall state his/her recommendation to the oversight committee for which bid to accept, why, and identify the line item of the budget from which funds will be drawn when the County is invoiced for the purchases. Upon recommendation of the most advantageous bid by the department head the oversight committee will make a final decision in regards to the recommendation. The following steps may be part of the sealed bid process:
 - a) **Responsible Bidder Criteria:** In order to be a responsible bidder for purposes of being awarded a public works contract or a professional services contract in excess of \$500,000, the contractor/vendor must complete the County of Monroe, Wisconsin Bidder's Statement of Qualifications form. Monroe County has the right to determine and identify if such requirement is needed for projects less than \$500,000 and shall be identified within the RFP at their discretion. To be an approved responsible bidder a formal written decision shall be provided by Monroe County.
 - b) **Exceptions:** County Authorization and Capital Outlay Purchases are exempt if approved by County Board resolution or ordinance, or State Statute or bid is covered by state contract pricing.
 - c) All State and Federal Grant Authorizations are approved by the County board by the annual budget process, resolution or budget adjustment.
 - d) When the procurement involves the expenditure of State and Federal assistance of contract funds, the procurement shall be conducted in accordance with any mandatory applicable State and Federal law and regulations. Nothing in this policy shall prevent any County employee from complying with the terms and conditions of any grant, gift, or bequest that is otherwise consistent with law.

NON COMPETITIVE PURCHASES (SOLE SOURCE) EMERGENCIES:

Where equipment, materials, parts, and/or services are needed, quotations will not be necessary if the health, welfare, safety, etc., of staff and protection of County property is involved. If a levy-funded outlay item is purchased under the emergency procedure, and is not included on the outlay list approved at budget time, a revision of that department's outlay list must be approved through a Budget Adjustment or Repurpose of Funds action. The reasons for such purchases will be documented in the procurement file.

Emergency purchases shall only be made to:

1. Prevent delays in construction or delivery of essential services
2. To meet emergencies that may cause a financial harm to public property of other public assets
3. To meet emergencies that may cause financial harm to people or private assets
4. To stay an immediate threat to the health or safety of the public and employees

Emergency purchases specific to those outlined in this section are to be approved by the County Administrator or the County Board Chair.

EXCEPTIONS

Departments that have State and Federal required contract process obligations **not consistent with Monroe County purchasing policy above** such as Health, Highway **and** Human Services, etc. shall be exempt from the Monroe County RFP Policy process on those specific products or services only. The purchases for the required State and Federal obligatory contract services shall be identified as such and kept on record. All other funding sources must adhere to all of the Monroe County ordinances and policies.

GRANT RFP POLICY

Grant awards that are contracting services or purchasing item(s) shall follow the Monroe County Accounting & Financial Policies and Procedures Manual and RFP Policy.

ADMINISTRATION OVERSITE

1. Administration coordinates the entire RFP process with the department head or project manager for any RFP in a or b below. This may include the assistance in the compilation of the RFP, project timeline, advertisement publishing, deadlines, addenda, written questions, bid opening, award notifications, publication invoices, etc. **The Monroe County Highway Department is exempt from Administration Oversight.**
2. **Administration shall administer the Monroe County DemandStar e-procurement solution site to increase bid responses, productivity and accessibility. Monroe County shall have one single account and departments are not authorized to create individual accounts. All bid solicitations shall be advertised on this portal except for the Monroe County Highway Department.**
3. Monroe County shall have three RFP Templates used for solicitations:
 - a. Public Works
 - b. Professional Services
 - c. Purchases of Goods
4. Any RFP that is required for compilation of next years proposed budget must notify administration with details no later than March 31.
5. Departments should be discussing next year's budgeted RFP's during the budget process for proposed scheduling and timeline completion. To engage in the RFP process, Department Head/Project Manager shall obtain approval from the committee of jurisdiction.
6. Upon adoption of next year's budget, Departments shall provide all details for the RFP to Administration in a timely manner based on the proposed schedule. Department/Project Manager shall be responsible to submit any requested document (s), adhere to any necessary deadline or attend any RFP meeting as requested by Administration. It is the department head/project manager responsibility to assist as needed in the compilation of said RFP.
7. Department Head/project manager will be required to review and approve final RFP draft prior to County Administrator and Corporation Counsel Review.
8. County Administrator and Corporation Counsel shall review and approve the final RFP draft prior to publication.
9. All vendor/contractor questions in relation to the RFP must be submitted in writing. Questions received less than seven (7) days prior to bid opening may not be answered. Interpretations or clarifications considered necessary by owner in response to such questions will be issued by addenda posted to the Monroe County Website. Addenda may be issued to clarify, correct, or change the bidding documents as deemed advisable by owner. All information relayed between vendor and Department Head/project manager must be submitted to Administration for proper postings and notifications.
10. Upon the deadline of the sealed bids the department head/project manager shall open the sealed bids with at least one other Monroe County Administration staff member present. A bid tabulation form shall be drafted by Administration and returned to the Department Head/Project Manager to supply to the committee of jurisdiction. Signed recommendation and award bid tabulation shall be returned to Administration.
11. Administration shall complete the awarding of the vendor/contractor. After the award is acknowledged, Administration shall work with the department head/project manager and vendor/contractor to produce the contract in relation to the RFP. Contract shall be reviewed and approved with the County Administrator and Corporation Counsel prior to the execution of documents.
12. Administration documents time allocated on each RFP Project.
13. Note: RFP/Contract process averages 4 - 6 months from start to finish.

RFP RELATED DOCUMENTS

Request for proposals shall have some or all of the following documents attached within:

1. County of Monroe, Wisconsin Advertisement For Bid
2. County of Monroe, Wisconsin Request For Proposal
3. County of Monroe, Wisconsin Bidder's Qualification Statement
4. County of Monroe, Wisconsin Tabulation of Subcontractors
5. County of Monroe, Wisconsin Conditions of Access Waiver
6. County of Monroe, Wisconsin Equipment and Labor Rates
7. County of Monroe, Wisconsin RFP Statement
8. County of Monroe, Wisconsin Standard Terms and Conditions

POLICIES ASSOCIATED WITH EXPENDITURES AND DISBURSEMENTS

PURCHASING POLICIES AND PROCEDURES

OVERVIEW

THE POLICIES DESCRIBED IN THIS SECTION APPLY TO ALL PURCHASES MADE BY MONROE COUNTY. THIS POLICY ASSUMES THAT ALL PURCHASES HERUNDER WILL BE BUDGETED IN A DEPARTMENT'S ANNUAL BUDGET. PURCHASE PROCEDURES OF VARIOUS MATERIALS AND SERVICES FOR MONROE COUNTY ARE EXPLAINED IN THIS SECTION.

Monroe County requires the practice of ethical, responsible, and reasonable procedures related to purchasing, agreements and contracts, and related forms of commitment. The policies in this section describe the principles and procedures that all staff shall adhere to in the completion of their designated responsibilities.

The goal of these procurement policies is to ensure that materials and services are obtained in an effective manner and in compliance with the provisions of applicable federal statutes and grant requirements.

RESPONSIBILITY FOR PURCHASING

ALL Department Head have the authority to initiate purchases on behalf of their department, within the guidelines described here. Department Head shall inform the Finance Department of all individuals that may initiate purchases or prepare purchase orders. The Finance Department shall maintain a current list of all authorized purchasers for proper setup in the purchasing system.

The Finance Department shall be responsible for processing purchase orders. The Finance Director has approval authority over all purchases and contractual commitments according to the approved authorization thresholds, and shall make the final determination on any proposed purchases where budgetary or other conditions may result in denial.

The Administration Department coordinates the entire RFP process with the department head or project manager for any RFP in relation to a Public Works or Professional Services sealed bid solicitation not exempt through County Board resolution or ordinance, or State Statute, or Federal or State contract. This may include the assistance in the compilation of the RFP, project timeline, advertisement publishing, deadlines, addenda, written questions, bid opening, award notifications, publication invoices, etc.

CODE OF CONDUCT IN PURCHASING

(2 CFR Part 200.318 (c)(1))

Ethical conduct in managing the County's purchasing activities is absolutely essential. Staff must always be mindful that they represent the County Board and share a professional trust with other staff and funding sources.

- Staff shall discourage the offer of, and decline, individual gifts or gratuities of value in any way that might influence the purchase of supplies, equipment, and/or services.
- Staff shall notify their immediate supervisor if they are offered such gifts.
- No officer, board member, employee, or agent shall participate in the selection or administration of a vendor if a real or apparent conflict of interest would be involved. Such a conflict would arise if an officer, board member, employee or agent, or any member of his or her immediate family, his or her spouse or partner, or a County that employs or is about to employ any of the parties indicated herein, has a financial or other interest in the vendor selected.
- Officers, board members, employees, and agents shall neither solicit nor accept gratuities, favors, or anything of monetary value from vendors or parties to sub-agreements.
- Unsolicited gifts with a value of \$25 or less may be accepted with the approval of the Department Heads.

COMPETITION

(2 CFR Part 200.319)

In order to promote open and full competition, purchasers will:

- Be alert to any internal potential conflicts of interest.
- Be alert to any noncompetitive practices among vendors that may restrict, eliminate, or restrain trade.
- Not permit vendors who develop specifications, requirements, or proposals to bid on such procurements.
- Award contracts to bidders whose product or service is most advantageous in terms of price, quality, and other factors.
- Issue solicitations that clearly set forth all requirements to be evaluated.
- Reserve the right to reject any and all bids when it is in the County's best interest.
- Not give preference to state or local geographical areas unless such preference is mandated by Federal statute. *(200.319(b))*
- "Name brand or equivalent" description may be used as a means to define the performance or requirements *(200.319(c)(1))*

NONDISCRIMINATION POLICY AND BUSINESS CODE OF CONDUCT

Vendors agree not to discriminate against any person or class of persons by reason of age, race, color, sex, creed, religion, disability, national origin, sexual orientation or political affiliation in providing any services or in the use of any facilities provided for the public in any manner prohibited by Part 21 of the Regulations of the Office of the Secretary of Transportation. Contractor shall further comply with the letter and spirit of the Wisconsin Anti-Discrimination Act of 1957, as amended, and any other laws and regulations respecting discrimination in unfair employment practices. Additionally, Contractor shall comply with such enforcement procedures as any governmental authority might demand that Monroe County take for the purpose of complying with any such laws and regulations. All vendors who are the recipients of County funds or who propose to perform any work or furnish any goods under agreements with Monroe County, shall agree to these important principles:

1. Vendors will not discriminate against any employee or applicant for employment because of race, religion, color, sexual orientation, or national origin, except where religion, sex, or national origin is a bona fide occupational qualification reasonably necessary to the normal operation of the vendors.
2. Vendors agree to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause. Notices, advertisements, and solicitations placed in accordance with federal law, rule, or regulation shall be deemed sufficient for meeting the intent of this section.

PROCUREMENT PROCEDURES

The following are Monroe County's procurement procedures:

1. Monroe County shall avoid purchasing items that are not necessary or duplicative for the performance of the activities required by a federal award. *(2 CFR Part 200.318(d))*
2. Where appropriate, an analysis shall be made of lease and purchase alternatives to determine which would be the most economical and practical procurement for the federal government. *(2 CFR Part 200.318(d))*. This analysis should only be made when both lease and purchase alternatives are available to the program.
3. Purchasers are encouraged to enter into state and local inter-governmental or inter-entity agreements where appropriate for procurement or use of common or shared goods and services. *(2 CFR Part 200.318(e))*
4. Purchasers are encouraged to use Federal excess and surplus property in lieu of purchasing new equipment and property whenever such use is feasible and reduces project costs. *(2 CFR Part 200.318(f))*
5. Documentation of the cost and price analysis associated with each procurement decision in excess of the simplified acquisition threshold (\$150,000) shall be retained in the procurement files pertaining to each federal award. *(2 CFR Part 200.323)*

6. All pre-qualified lists of persons, firms or products which are used in acquiring goods and services must be current and include enough qualified sources to ensure maximum open and full competition. *(2 CFR Part 200.319(d))*
7. Monroe County will maintain records sufficient to detail the history of procurement, including: *(2 CFR Part 200.318(i))*
 - a. Rationale for the method of procurement;
 - b. Selection of contract type;
 - c. Vendor selection or rejection; and
 - d. The basis for the contract price.
8. Monroe County shall make all procurement files available for inspection upon request by a federal or pass-through awarding agency.
9. Monroe County shall not utilize the cost-plus-a-percentage-of-costs or percentage of construction cost methods of contracting. *(2 CFR Part 200.323(d))*

All staff members with the authority to approve purchases will receive a copy of and be familiar with *2 CFR Part 200.400 – 475, Cost Principles*.

CAPITAL OUTLAY PURCHASES

Capital outlay is an expenditure of \$20,000 (\$1,000 Rolling Hills) or greater and having a useful life of not less than three years. This includes real property acquisition, construction, equipment, and repairs, or updating of an existing capital item which extends the life and value of the item, as opposed to normal recurring operating maintenance and repairs. The costs that are considered outlay are:

- The cost of the item itself
- Preservation costs
- Additions
- Improvements
- Ancillary cost (freight, etc.)

Outlay is determined by expenditure level, regardless of funding source. If an item is paid for fully by grants there must still be an expenditure for the full amount of cost, with an equal revenue for the funds provided by the grant.

Capital outlay items must be on a capital outlay list approved during the budget process. Changes to the list must be approved by the oversight committee, Finance Committee and County Board through either a Budget Adjustment or Repurpose of Funds action form. Requests to spend incurred savings or to substitute items on the approved outlay list must be authorized through an approved Budget Adjustment or Repurpose of Funds action.

Computer hardware or software purchases shall be made by the Information Technology (IT) Department in cooperation with the department requesting the items. Departments who can receive reimbursement for these purchases through grants or other means shall inform the IT Department. Costs of the equipment or software and ongoing maintenance shall be charged back to the user department.

LEVY OUTLAY PURCHASES

All Levy-funded outlay expenditures must be for item on the approved outlay list. Oversight Committee, Finance Committee and County Board approval must be obtained for any other expenditure of appropriated outlay dollars.

AUTHORIZATIONS AND PURCHASING LIMITS

All purchase requisitions must be completed by the department requesting the purchase. The requisition should be approved by the appropriate personnel through the workflow process. A purchase order (PO) is required before items are ordered.

1. County Authorization (pg. 51)
2. Capital Outlay Purchases (pg.52)
3. Federal Grant Authorization (pg. 53)

The following table summarizes the required approval levels and solicitation processes:

COUNTY AUTHORIZATION:	
Threshold	Procedures
Less than \$5,000	Department Head are authorized to spend up to \$5,000 for any line items that is part of their approved budget subject to the availability of funds.
\$5,000 - \$19,999	<p>Three documented price quotes are required. The quotes are to be returned to the project manager. As part of the review process the Staff member requesting the expenditure shall enter a requisition and attach the price quotes in the financial system for approval to purchase through workflow by the appropriate personnel (Department Head, Finance Director and County Administrator). Once the PO has been created with the appropriate approvals the project manager can order/award the purchase.</p> <p>If the circumstances are such that the purchaser is unable to obtain three price quotes, the circumstances shall be documented and reported to the County Administrator.</p>
\$20,000 or more	<p>Request for Proposal (RFP) of sealed bids will be required and there is to be a class 1 public notice published in the County's official newspaper. Upon the deadline of the RFP the department head/ project manager shall open the sealed bids with at least one other Monroe County staff member present and create a bid sheet to be submitted to the oversight committee. As part of the review process the Staff member requesting the expenditure shall state his/her recommendation to the oversight committee for which quote to accept, why, and identify the line item of the budget from which funds will be drawn when the County is invoiced for the purchases. Upon recommendation of the most advantageous bid by the department head the oversight committee will make a decision to award the bid.</p>
Exceptions	Approved by County Board resolution or ordinance, or Statute. Bid is covered by state contract pricing

CAPITAL OUTLAY PURCHASES:	
Threshold	Procedures
\$20,000 or more	Request for Proposal (RFP) of sealed bids will be required and there is to be a class 1 public notice published in the County's official newspaper. Upon the deadline of the RFP the department head and or project manager shall open the sealed bids with at least one other Monroe County staff member present and create a bid sheet to be submitted to the oversight committee. As part of the review process the Staff member requesting the expenditure shall state his/her recommendation to the oversight committee for which quote to accept, why, and identify the line item of the budget from which funds will be drawn when the County is invoiced for the purchases. Upon recommendation of the most advantageous bid by the department head the oversight committee will make a decision to award
Exceptions:	Approved by County Board resolution or ordinance, or Statute. Bid is covered by state contract pricing

When the procurement involves the expenditure of federal assistance of contract funds, the procurement shall be conducted in accordance with any mandatory applicable federal law and regulations. Nothing in this policy shall prevent any County employee from complying with the terms and conditions of any grant, gift, or bequest that is otherwise consistent with law.

FEDERAL GRANT AUTHORIZATION:			
Amount of Purchase	Required Approvals	Required Solicitation	Required Documentation
≤ \$3,500 (micro-purchase limit (≤ \$2,000 for purchases subject to Davis-Bacon))	Department Head	<ul style="list-style-type: none"> • Price must be considered reasonable based on similar purchases in the past • Purchase can be made from a vendor successfully used in the past • If a vendor used in the past cannot be used, at least 2 price quotes are required • As much as possible, micro-purchases should be rotated among qualified suppliers as long as the price comparable 	<ul style="list-style-type: none"> • Receipt approved by Department Head • Evidence of price comparison, if not using past vendor
\$3,501 ≤ \$4,999	Department Head	3 written bids (catalogue, Internet, written)	<ul style="list-style-type: none"> • Documentation of bids received • How decision was made • Procurement checklist
\$5,000 ≤ \$25,000	Department Head Finance Director County Administrator	3 written bids (catalogue, Internet, written)	<ul style="list-style-type: none"> • Documentation of bids received • How decision was made • Procurement checklist
\$25,001 ≤ \$150,000	Department Head Finance Director County Administrator	3 written bids (Request for Bids or Request for Proposals)	<ul style="list-style-type: none"> • Copy of RFB or RFP • Proposal scoring grids including who participated in the scoring • Proposal and contract of winning bid • Procurement checklist
> \$150,000	Department Head Finance Director County Administrator	3 written bids (Request for Bids or Request for Proposals)	<ul style="list-style-type: none"> • Copy of RFB or RFP • Proposal scoring grids including who participated in the scoring • Proposal and contract of winning bidder • Procurement checklist
Exceptions:	Approved by County Board resolution or ordinance, or Statute. Bid is covered by state contract pricing		

NOTE: The limit is \$2,000 if the purchase is subject to the requirements of the Davis Bacon Act. (pg. 81)

All Federal Grant Authorizations are approved by the County board by the annual budget process, resolution or budget adjustment.

USE OF PURCHASE ORDERS (6/2023)

Monroe County utilizes Enterprise ERP, powered by Munis. A properly completed purchase order shall be required for each purchase decision (i.e., total amount of goods and services purchased, not unit cost) in excess of \$500 or some other threshold established by the County, with the exception of travel advances and expense reimbursements, which require the preparation of a separate form described elsewhere in this manual.

A properly completed purchase order shall contain the following information, at a minimum:

1. General Description
2. Vendor Name and Correct Address
3. Allocation
4. Shipping and Billing
5. Description: Line Detail
6. Quantity
7. Unit Price
8. Gross Amount
9. Approval: Workflow
10. Date Ordered

Purchase orders shall be issued upon appropriate workflow approvers and will be given to the vendor or supplier for inclusion on the invoice for proper matching.

All purchase orders will be recorded in Enterprise ERP, powered by Munis. At the end of each accounting period, an aged outstanding purchase order report shall be prepared and distributed to Department Heads.

BLANKET PURCHASE ORDERS

Blanket purchase orders can be created for purchases to be made throughout the year from the same vendor when the total amount to be purchased can be reasonably estimated. The blanket purchase order number will be used each time an order is placed and needs to appear on each invoice.

Blanket purchase orders are subject to the same authorization limits and solicitation as regular purchase orders.

1. Blanket purchase orders can be used when:
 - Purchasing repetitive, specified services or items, or categories of items from the same vendor; which are purchased and paid in a predictable manner during a certain time period, not to exceed one-(1) year
 - Ordering standard materials or maintenance supplies which require numerous shipments
 - To enable the buyer to obtain more favorable pricing through volume commitments
2. Blanket purchase orders generally cannot be used when:
 - No benefit will be derived over and above use of a regular purchase order
 - Providing an open line of credit with a vendor
 - Prices are unknown at ordering time, or subject to change later without notice
 - Quality of the vendor and/or goods or services are questionable
 - Control over Monroe County's expenditures would be weakened significantly
3. A uniform blanket purchase order format should be used and shall include the following information:
 - The period to be covered by the blanket agreement (not exceed to one year)
 - A cancellation clause
 - The previous blanket purchase order number if this is a replacement blanket purchase order
 - Items and/or categories of items to be covered by the blanket purchase order
 - Maximum quantities, if any
 - Prices and pricing arrangements
 - Terms and billing arrangements
 - Personnel authorized to issue order releases
4. Pricing: Price, F.O.B. terms, commodities, and quantity should be established before the blanket purchase order is issued.

It shall be the responsibility of the ordering department to monitor the prices and terms of their blanket purchase order.

Department Heads are authorized to enter into contracts of \$5,000 or less. Contracts in excess of this amount not requiring a sealed bid require the review and approval of the County Administrator. This policy shall also apply to renewals of existing contracts.

VENDORS AND SUPPLIERS QUOTES LESS THAN \$20,000

Monroe County departments may develop lists of approved vendors and suppliers that can be used throughout the year. The process to identify an approved vendor or supplier is as follows.

1. Develop a list of similar, commonly-purchased items that can be acquired from a single vendor (e.g. office supplies).
2. Get cost estimates for the list in total, not for each item. Include shipping costs, if necessary.
3. Obtain 2 or 3 quotes, depending on the level of expected spending for the year.
4. Compare the quotes.
5. The vendors with lowest prices, including shipping, will be approved for use during the year.

6. This process could result in multiple approved vendors if the prices are within 5% of each other.

~~This process should be repeated annually, with the approved list produced by January 15 and shared with all departments. Vendors may be added throughout the year, but all vendors will be reevaluated January 1.~~

NON COMPETITIVE PURCHASES (SOLE SOURCE)

EMERGENCIES:

Where equipment, materials, parts, and/or services are needed, quotations will not be necessary if the health, welfare, safety, etc., of staff and protection of County property is involved. If a levy-funded outlay item is purchased under the emergency procedure, and is not included on the outlay list approved at budget time, a revision of that department's outlay list must be approved through a Budget Adjustment or Repurpose of Funds action. The reasons for such purchases will be documented in the procurement file.

Emergency purchases shall only be made to:

1. Prevent delays in construction or delivery of essential services
2. To meet emergencies that may cause a financial harm to public property or other public assets
3. To meet emergencies that may cause financial harm to people or private assets
4. To stay an immediate threat to the health or safety of the public and employees

Emergency purchases specific to those outlined in this section are to be approved by the County Administrator or the County Board Chair.

SINGLE DISTRIBUTOR/SOURCE:

Sole source purchases may be made when one or more of the following circumstances apply: (2 CFR 200.320(f))

- The item or service is only available from a single source
- The situation is an emergency and will not permit a delay resulting from competitive solicitation
- The awarding agency expressly authorizes a noncompetitive proposal in response to a written request
- After solicitation, competition is deemed inadequate (insufficient bidders).

Approval from the awarding agency may be required.

REQUIRED SOLICITATION OF QUOTATIONS FROM VENDORS

Solicitations for goods and services (requests for proposals or RFPs) should provide for all of the following:

1. A clear and accurate description of the technical requirements for the material, product, or service to be procured. Descriptions shall not contain features which unduly restrict competition. (2 CFR Part 200.319(c)(1))
2. Requirements which the bidder/offeror must fulfill and all other factors to be used in evaluating bids or proposals. (See the next section entitled Evaluation of Alternative Vendors for required criteria.) (2 CFR Part 200.319(c)(2))
3. Technical requirements in terms of functions to be performed or performance required, including the range of acceptable characteristics or minimum acceptable standards. (2 CFR Part 200.319(c)(1))
4. The specific features of "brand name or equal" descriptions that bidders are required to meet when appropriate. (2 CFR Part 200.319(c)(1))
5. A description of the format, if any, in which proposals must be submitted, including the name of the person to whom proposals should be sent.
6. The date by which proposals are due.
7. Required delivery or performance dates/schedules.

8. Clear indications of the quantity(ies) requested and unit(s) of measure.

EXTENSION OF DUE DATES AND RECEIPT OF LATE PROPOSALS

Solicitations should provide for sufficient time to permit the preparation and submission of offers before the specified due date. However, an extension may be granted if a prospective offeror so requests, requested by a prospective offeror and considered if it is in the best interest of the County.

Vendor proposals are considered late if received after the due date and time specified in the solicitation. Late proposals shall be so marked on the outside of the envelope and retained, unopened, in the procurement folder. Vendors that submit late proposals shall be sent a letter notifying them that their proposal was late and could not be considered for award.

EVALUATION OF ALTERNATIVE PROPOSERS

Proposers shall be evaluated on a weighted scale that considers some or all of the following criteria as appropriate for the purchase:

1. Adequacy of the proposed methodology
2. Skill and experience of key personnel
3. Demonstrated experience
4. Other technical specifications designated by the department requesting proposals
5. Compliance with administrative requirements of the request for proposal (format, due date, etc.)
6. Proposer's financial stability
7. Proposer's demonstrated commitment to the nonprofit sector
8. Results of communications with references supplied by proposer
9. Ability/commitment to meeting time deadlines
10. Cost
11. Minority, small business, women-owned business status of proposer, or labor surplus firm
12. Other criteria (to be specified by the department requesting proposal)

Not all of the preceding criteria may apply in each purchasing scenario. However, the department responsible for the purchase shall establish the relative importance of the appropriate criteria prior to requesting proposals and shall evaluate each proposal on the basis of the criteria and weighting that have been determined.

After a vendor has been selected and approved by the Department Head, the final selection shall be approved by others according to Monroe County's authorization threshold table.

AFFIRMATIVE CONSIDERATION OF MINORITY, SMALL BUSINESS, WOMEN-OWNED BUSINESSES, AND LABOR SURPLUS AREA FIRMS

(2 CFR Part 200.321)

NOTE: A Labor Surplus Area (LSA) is designated by the US Department of Labor (DOL). An LSA is a civilian jurisdiction that has a civilian average annual unemployment rate during the previous two calendar years of 20 percent or more above the average annual civilian unemployment rate for all states (including Puerto Rico) during the same 24-month reference period.

A list of labor surplus areas can be found at this link. www.doleta.gov/programs/lisa.cfm

Positive efforts shall be made by Monroe County to utilize small businesses, minority-owned firms, women's business enterprises, and labor surplus area firms whenever possible. Therefore, the following steps shall be taken:

1. Ensure that small business, minority-owned firms, women's business enterprises, and labor surplus area firms are used to the fullest extent practicable. (2 CFR Part 200.321)
2. Make information on forthcoming opportunities available and arrange time frames for purchases and contracts to encourage and facilitate participation by small business, minority-owned firms, women's business enterprises and labor

surplus area firms. (2 CFR Part 200.321(b)(4))

3. Consider in the contract process whether firms competing for larger contracts tend to subcontract with small businesses, minority-owned firms, women's business enterprises, and labor surplus area firms. (2 CFR Part 200.321(b)(6))
4. Encourage contracting with consortiums of small businesses, minority-owned firms, women's business enterprises, and labor surplus area firms when a contract is too large for one of these firms to handle individually. (2 CFR Part 200.321(b)(3))
5. Use the services and assistance, as appropriate, of such entities as the Small Business Administration and the Department of Commerce's Minority Business Development Agency in the minority-owned firms and women's business enterprises. (2 CFR Part 200.321(b)(5))

AVAILABILITY OF PROCUREMENT RECORDS

(2 CFR Part 200.324(b))

Monroe County shall, on request, make available for the federal awarding agency, pre-award review and procurement documents, such as requests for proposals, when any of the following conditions apply:

- The process does not comply with the procurement standards in 2 CFR Part 200. (2 CFR Part 200.324(b)(1))
- The procurement is expected to exceed the federally-defined simplified acquisition threshold (\$150,000) and is to be awarded without competition or only one bid is received. (2 CFR Part 200.324(b)(2))
- The procurement exceeds the simplified acquisition threshold and specifies a "name brand" product. (2 CFR Part 200.324(b)(3))
- The proposed award exceeds the federally-defined simplified acquisition threshold and is to be awarded to other than the apparent low bidder under a sealed-bid procurement. (2 CFR Part 200.324(b)(4))
- A proposed contract modification changes the scope of a contract or increases the contract amount by more than the amount of the federally-defined simplified acquisition threshold. (2 CFR Part 200.324(b)(5))

PROVISIONS INCLUDED IN ALL FEDERAL AWARDED CONTRACTS

(2 CFR Part 200 Appendix II)

Monroe County includes all of the following provisions, as applicable, in all contracts charged to federal awards (including small purchases) with vendors and subgrants to grantees:

1. **Contracts for more than the simplified acquisition threshold**, currently set at \$150,000, must address administrative, contractual, or legal remedies in instances where vendors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.
2. **All contracts of \$20,000 or more** must address termination for cause and for convenience by the non-Federal entity including the manner by which it will be effected and the basis for settlement.
3. **Equal Employment Opportunity**: All contracts that meet the definition of "federally assisted construction contract" in 41 CFR Part 60-1.3 must include the equal opportunity clause provided under 41 CFR 60-1.4(b), in accordance with E.O. 11246, "Equal Employment Opportunity," as amended by E.O. 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and as supplemented by regulations at 41 CFR Part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."
4. **Davis-Bacon Act, as amended (40 U.S.C. 3141-3148)**: When required by Federal program legislation, all prime construction contracts in excess of \$2,000 awarded by Monroe County and its subrecipients must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 3141-3144 and 3146-3148) and as supplemented by Department of Labor regulations (29 CFR part 5, "Labor Standards Provisions Applicable to Contracts Governing Federally Financed and Assisted Construction").
5. The contracts must also include a provision for compliance with the **Copeland "Anti-Kickback" Act (40 U.S.C. 3145)**, as supplemented by Department of Labor regulations (29 CFR part 3). The Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or

repair of public work, to give up any part of the compensation to which he or she is otherwise entitled.

6. **Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708).** Where applicable, all contracts awarded by the non-Federal entity in excess of \$100,000 that involve the employment of mechanics or laborers must include provisions concerning overtime pay and working conditions in compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5).
7. **Rights to Inventions Made Under a Contract or Agreement:** If the Federal award meets the definition of "funding agreement" under 37 CFR 401.2(a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit County regarding the substitution of parties, the recipient or subrecipient must comply with the requirements of 37 CFR Part 401, "Rights to Inventions Made by Nonprofit County and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the award agency.
8. **Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended:** Contracts and subgrants of amounts in excess of \$150,000 must contain a provision that requires the non-Federal award to agree to comply with all applicable standards, orders, or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act, as amended (33 U.S.C. 1251-13287). Violations must be reported to the federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).
9. **Debarment and Suspension (E.O.s 12549 and 12689):** A contract award must not be made to the parties listed on the government-wide exclusions in the System for Award Management (SAM), in accordance with E.O.'s 12549 and 12689, "Debarment and Suspension." SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than E.O. 12549.

NOTE: A list of excluded parties can be found at www.sam.gov. Note that some federal grants require evidence that a search for debarment or suspension status was completed for every purchase.

10. **Byrd Anti-Lobbying Amendment (31 U.S.C. 1352):** Contractors the apply or bid for an award exceeding \$100,000 must file the required certification that it will not and has not used federal appropriated funds to pay any person or County for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any federal contract, grant, or any other award covered by 31 U.S.C. 1352.

RIGHT TO AUDIT CLAUSE

Monroe County requires a "Right to Audit" clause in all contracts between the County and vendors that either:

1. Take any form of temporary possession of assets directed for the County
2. Process data that will be used in any financial function of the County.

This Right to Audit clause shall permit access to and review of all documentation and processes relating to the vendor's operations that apply to Monroe County, as well as all documents maintained or processed on behalf of Monroe County, for a period of three years. The clause shall state that such audit procedures may be performed by Monroe County employees or any outside auditor or vendor designated by the County.

PROCUREMENT GRIEVANCE PROCEDURES

Any bidder may file a grievance with Monroe County following a competitive bidding process. Once a selection is made, bidders must be notified in writing of the results. The written communication mailed to bidders must also inform them that they may have a right to appeal the decision. Information on the County's appeal procedures must be made available to all prospective vendors or subgrantees upon request, including the name and address of a contact person, and a deadline for filing the grievance.

Grievances are limited to violations of federal laws or regulations.

RESOLUTION NO. _____

**RESOLUTION AUTHORIZING CHANGES TO THE MONROE COUNTY PERSONNEL
POLICY MANUAL SECTION 4.61**

1 **WHEREAS**, the Monroe County Administration and Personnel Committee, recommends approval of the
2 Personnel Policy Manual changes proposed by the Human Resources Director throughout section 4.61 Infectious
3 Disease Policy as referenced on the attached document; and
4

5 **WHEREAS**, to update the policy manual by moving the language from Appendix N into the body of the
6 personnel policy manual in section 4.61 labeled as the Infectious Disease Policy; and
7

8 **WHEREAS**, this would remove the need for Appendix N, and keep the established language specific to only
9 section 4.61.
10

11 **NOW, THEREFORE BE IT RESOLVED** by the Monroe County Board of Supervisors hereby approves effective
12 this date the proposed Personnel Policy Manual changes as set out in the attached document, to move Appendix N to
13 become section 4.61, to go into effect immediately.

Dated this 25th day of September 2024.

Offered by the Administration and Personnel Committee.

Fiscal note: No direct costs.

Purpose: Approve changes to Personnel Policy Manual in section 4.61 to go into effect immediately to comply with the recommendations of the Human Resources Director.

Drafted by: Ed Smudde, Human Resources Director

Finance Vote (If required): ____ Yes ____ No ____ Absent	Committee of Jurisdiction Forwarded on: _____, 20____ ____ Yes ____ No ____ Absent
Approved as to form on _____ _____ Lisa Aldinger Hamblin, Corporation Counsel	Committee Chair: _____ _____ _____
<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>

4.61 INFECTIOUS DISEASE POLICY

- (1) The purpose of this plan is to provide guidance to Monroe County Department Heads and employees on Monroe County's plan for responding to any public health emergency. This policy language will only be put into action when a serious public health concern is determined by the Monroe County Health Director/Officer in accordance with the County Administrator.

Administration of Infectious Disease Policy:

- (a) Once a determination has been made and approved by the Monroe County Health Director/Officer and County Administrator, an official announcement will be given to all Monroe County employees as to what the expectations and guidelines will be for the public health emergency.
- (b) All communication will be sent by the Monroe County Human Resources Department.
- (c) Any requirements of ~~social distancing, face coverings or masking,~~ methods of control and precautionary measures will be outlined in detail to assist all staff with expectations and compliance in reference to this policy. ~~or any other precautionary matters will be outlined in detail to assist all staff with expectations and compliance in reference to this policy.~~

This plan is to provide clarity and guidance regarding taking time off during the public health emergency. Our goal is to give our staff a few options to help them navigate through this difficult time.

What does this mean for Monroe County Employees?

- (2) **Employees are expected to follow the guidance listed below:**

- (a) Any staff that may be experiencing one or more of the symptoms directly related to the serious public health concern should remain home until cleared by a medical provider or the Monroe County Health Department.
- (b) ~~If a mask or face covering requirement for certain buildings is put in place, staff working outdoors with the ability to social distance from other individuals will not be required to wear a mask.~~
- (c) Those who fail to comply with this policy will be subject to discipline per the Monroe County Personnel Policy.
- (d) ~~Some departments and buildings may have additional requirements above and beyond this policy, which may state face coverings are required (example: Rolling Hills). Department Heads have the authority to implement these requirements.~~ Departments and buildings may implement additional methods of control in order to protect the health of staff and residents.

- (3) **Staffing**

- (a) Department Heads that wish to implement alternate scheduling are authorized to do so. Due to these measures, staff may be working rotating schedules with a combination of telework and office time. It is recommended that you contact the Human Resources Department regarding the need to take leave due to public health emergency related circumstances.

(4) **Leave Options**

- (a) For those who need to take time off due to public health emergency related circumstances, whether it be personal illness or childcare, will have the following options to consider.
- (b) Compensation during any public health emergency related leave will be through the use of earned vacation, sick time, floating holiday, comp time or leave without pay. Employee's will have the choice of the accrual bank or leave without pay during any circumstances directly related to the public health emergency, whether it is a quarantine order, positive test result, own serious illness, or care for an immediate family member. During this process the required certification from a health care facility will be waived unless there is cause to believe the employee falsified the request and this will be evaluated on a case-by-case basis. Determination if telework would be an alternative to accrual usage would be dictated by the Department Head. Certain departments may have more strict enforcement in order to adhere to state and other guidelines (e.g., health care or other type of facility).
- (c) Employees shall notify their manager of any leave being taken. All employees taking leave must contact their manager or the Human Resources Department for accrual bank usage wishes. If staff do not specifically communicate accrual bank usage to their manager or the Human Resources Department, their time will be charged as such:
 - 1. Vacation
 - 2. Sick Time
 - 3. Floating Holiday
 - 4. Comp Time (if applicable)
 - 5. Leave without pay

(5) **Process**

All requests for any leave options must be completed on the appropriate Personnel Leave Request Form as maintained by the Monroe County Personnel Human Resources Department.

(6) **When to Stay Home from Work**

- (a) Many times, with the best of intentions, employees report to work even though they feel ill. The County provides paid sick time and other benefits to compensate employees who are unable to work due to illness, including Family & Medical Leave Act leave, and leave without pay.
- (b) During an infectious disease outbreak, it is critical that employees do not report to work while they are ill and/or experiencing one or more of the symptoms directly related to the serious public health concern should remain home until cleared by a medical provider or the Monroe County Health Department. Currently, the Centers for Disease Control and Prevention recommends that people with an infectious illness such as the flu remain at home until at least 24 hours after they are free of fever (100 degrees F or 37.8 degrees C) or signs of a fever, without the use of fever-reducing medications. Employees who report to work ill will be sent home in accordance with these health guidelines.
- (c) When you communicate to your department head or designated department contact that you are sick or concerned about coming to work, you will be asked to report the following types of information:
 - 1. Are you staying home because you are sick, or because you are caring for someone else who is sick?
 - 2. Does the illness present flu-like symptoms (fever, cough, sore throat, headache/body aches), or something else?
 - 3. If it is flu-like symptoms, do you have any reason to believe you may have contracted COVID-19 or any other communicable or infectious disease per a public health emergency?

If you are experiencing flu-like symptoms, please call and consult with your medical provider. If you are exhibiting some symptoms but are not sure whether you should stay home, please stay home and consult your medical provider via telephone for additional guidance.

Given the potential seriousness and magnitude of a public health emergency, our goal is to remove as many barriers as possible for staff to be able to stay home if they are exhibiting symptoms or otherwise have reason to believe they may have been infected. In addition, a Department Head or designated department supervisor, in consultation with the Monroe County Health Department, may send an employee home who reports to work exhibiting signs of illness as described below:

1. The employee is exhibiting flu-like symptoms.
2. Someone in the employee's family or household is exhibiting flu-like symptoms.
3. The employee has been exposed to someone who is being quarantined due to suspicion of or potential exposure to COVID-19 or other communicable or infectious disease per a public health emergency.

(7) **If staff are sent home by a supervisor, they will have the option to use earned vacation, sick time, floating holiday, comp time or leave without pay.**

- (a) In these circumstances, dates or timeframes could vary on a case-by-case basis and will be reviewed with the Human Resources Department under the advisement of the Monroe County Health Department. During this process, the required certification from a health care facility will be waived unless there is cause to believe the employee has falsified the request and this will be evaluated on a case-by-case basis. Determination if telework would be an alternative to accrual usage would be dictated by the Department Head. Certain departments may have more strict enforcement in order to adhere to state and other guidelines for (e.g., health care or other type of facility).
- (b) Employees shall notify their supervisor of any leave being taken. All employees taking leave must contact their manager or the Human Resources Department for accrual bank usage wishes. If staff do not specifically communicate accrual bank usage to their manager or the Human Resources Department their time will be charged as such:
 1. Vacation
 2. Sick Time
 3. Floating Holiday
 4. Comp Time (if applicable)
 5. Leave without pay
- (c) County travel must be approved by the department head prior to any travel for conducting County business or operations.
- (d) County travel required for a court proceeding, a bona fide law enforcement purpose, or by the medical examiner for a death investigation, is exempt from the restriction above.

(8) **School or Daycare Closure**

- (a) Any employee that must miss work due to school or daycare closures will be required to use their accrued vacation, sick time, floating holiday, comp time, or leave without pay within the guidelines established within this policy if leave is in direct relation to a public health emergency.
- (b) Taking leave without pay under this section will not affect accruals of benefits provided by the County. For tracking purposes, the Department Head or Supervisor shall have the employee complete the proper form and report the time on their timesheet accordingly for approval.
- (c) Departments are encouraged to be flexible, if possible, with hours of work for staff members to continue to complete tasks. We ask all staff to be in communication and ensure approval through their manager before taking time off.

(9) **Reporting to Work**

- (a) Employees should continue to report to work unless directed otherwise. As County employees, we have an obligation to maintain services to the extent possible during an emergency. We will be making every effort to reduce exposure in our workplace.
- (b) Employees who fail to come to work without supervisor approval in a public health emergency will be treated as if they failed to come to work at any other time and may be subject to disciplinary action, up to and including termination.
- (c) Employees must work as assigned unless granted leave. Employees may be required to assist in performing work for absent or ill co-workers to ensure that the County is able to provide essential services. The County will attempt to provide the appropriate protective measures to employees assigned to work in a public health emergency situation that would put them at greater risk of exposure than the typical interactions encountered in conducting normal life activities.

(10) **Physical Distancing**

Physical distancing includes any actions taken to limit contact with others. General actions we may direct departments to take include:

- (a) Limiting face-to-face meetings: To the greatest extent possible, you should consider how to limit face-to-face meetings, including using email, phone conferences, or videoconferencing when possible. Consider whether any meetings, either within the department or within the community, can be cancelled/rescheduled or conducted remotely with the use of technology. ~~Our default position should be that in-person meetings will be cancelled unless there is a compelling need to meet in person.~~ If additional technology conferencing tools are needed, please reach out to the IT Director and County Administrator for approval of such need.

(11) **Office Closure**

Complete County department/office closure will only be authorized by the County Administrator, with the guidance of Public Health Officials.

Exceptions to Monroe County Policies and Procedures and this Infectious Disease Policy may be considered and approved by the County Administrator on a case-by-case basis during a public health emergency.

CLASSIFICATION PLAN

4.16 INTRODUCTION

Many of the positions in the County are similar to one another. Similar County positions, those which require a similar level of duties, responsibilities and qualifications, are placed in the same salary grade. The County reviews the appropriate placement within the salary grade for each position. This process is completed by the County Administrator and the Human Resources Director. At times, a contracted firm will provide an independent review of the positions for an appropriate placement within the wage scale. Salary grade shall not be changed merely because an employee believes they have greater ability than the position requires.

4.17 POSITION CLASSIFICATION

- (1) The classification plan governing County employees provides for:
 - (a) The establishment of fair pay differentials between groups with similar duties and responsibilities which reflect differences in the positions as described in sections 4.20-4.22.
 - (b) Equality of rates of pay among various employing departments for similar work performed.
 - (c) Standardized and accurate position descriptions which are maintained by the Human Resources Department and utilized for employee selection.
 - (d) If a department wants to make any changes to the job description for any position they must submit the suggested changes to the Human Resources Director with supporting documentation to the necessity of the requested change. The final determination of what will be in the job description is the responsibility of the Human Resources Director, and the County Administrator for department head level positions.
- (2) A listing of the approved positions is available in the Human Resources Department.

4.18 RULES FOR ADMINISTRATION OF CLASSIFICATION PLAN

- (1) **POSITION CREATION OR MODIFICATION.** New position requests, or additional hours for current positions, shall be submitted as part of the annual budget cycle. Absent any extenuating circumstances, the procedure to complete this process is as follows:
 - 1. Department Discussion with Human Resources.** Department Head must meet with the Human Resources Director and complete the New Position Analysis (MC-5) form. During this step the department head must also gather accurate cost information from the Finance Director. The New Position Analysis form must have a detailed job description attached with it in the County's current/proper format and associated accurate information.
 - 2. Department Discussion with County Administrator.** Department Head must meet with the County Administrator and present the New Position Analysis form along with the job description. The County Administrator will then approve or deny the request.
 - 3. Draft Resolution with Human Resources & Corporation Counsel.** Once approved by the County Administrator the department head will work with the Human Resources Director to draft a resolution to submit to the Corporation Counsel. This must be submitted to the Corporation Counsel at least two weeks prior to the Committee of Jurisdiction scheduled May meeting.

4. Department Approval from Committee of Jurisdiction. With the Corporation Counsel approved resolution, the new position request will move to the May Committee of Jurisdictions meeting for discussion of need or approval. If approved, this will proceed to the next step, which is the Administrative & Personnel Committee.

5. Department Approval from Administration & Personnel Committee. If all steps have been approved through the Committee of Jurisdiction, the request for discussion/action will be placed on the Administrative & Personnel Committee's agenda no later than the scheduled June meeting. If approved, this resolution will be passed to the next step, the Finance Committee for action on the Fiscal Note of the resolution.

6. Department Approval from Finance Committee. The Finance Committee will meet to approve all new position requests' fiscal notes to verify accuracy in the information no later than the scheduled June meeting. Once approved, the resolutions and new positions analysis information will be forwarded to the full County Board for the June scheduled meeting.

7. Department Approval from County Board. All new position requests and resolutions will be voted on during the scheduled June meeting. In order for a resolution to be addressed, the department head or department representative for each request **MUST** be present for their resolution to be voted on.

8. Appeal Process. If at any point prior to the Administration & Personnel Committee a new position request is denied, an appeal can be made to the Administration & Personnel Committee no later than the May scheduled meeting. For any appeal, the New Position Analysis form, job description and resolution would still be required for the committee to take action on the request.

- (2) County Board authorization for a position shall expire if the position remains vacant for one (1) calendar year. The County Administrator may grant an extension for extenuating circumstances through an appeal by the department head, due to extenuating circumstances and if budgeted funds exist.
- (3) To ensure appropriate classification and wages, the County periodically reviews positions and conducts job audits at the request of the department head. If the duties and responsibilities substantially exceed those specified for the position, or if the job has substantially changed due to the increased departmental demands which place increased responsibility on the position, it is possible to seek a position reclassification. Note: "More of the same" is not a proper basis for reclassification, but rather new work at a higher level shall be demonstrated before the Human Resources Director shall consider a reclassification request. Due to varying circumstances involved in position reclassification, the department head shall meet with the Human Resources Director prior to the initiation of any review involving reclassification. This effort should help avoid any misunderstanding during the reclassification process. The review results shall be submitted to the County Administrator, who makes the final determination concerning reclassification requests.
- (4) Conversely, some positions are reduced in level of classification to reflect a reduction in duties or responsibilities. Downgrading of positions shall follow the same procedure outlined in Policy 4.18(3).
- (5) For each position, a salary range is established which reflects differences in the level of responsibility and duties to be performed and the level of education or training required, as described in sections 4.20-4.22.

NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

PROJECTION: 20251 2025 ANNUAL BUDGET FOR PERIOD 99

ACCOUNTS FOR:			2023	2024	2024	2024	2024	2025	
COUNTY BOARD			ACTUAL	ORIG BUD	REVISED BUD	ACTUAL	PROJECTION	DEPT	COMMENT
11100000	511000	SALARIES	72,024.92	75,000.00	75,000.00	34,579.73	75,000.00	75,000.00	_____
11100000	515005	RETIREMENT	.00	.00	.00	17.25	.00	.00	_____
11100000	515010	SOC SEC	4,502.77	4,650.00	4,650.00	2,141.13	4,650.00	4,650.00	_____
11100000	515015	MEDICARE	1,053.55	1,088.00	1,088.00	501.02	1,088.00	1,088.00	_____
11100000	515040	WORK COMP	41.65	39.00	39.00	17.42	39.00	39.00	_____
11100000	522025	TELEPHONE	.00	50.00	50.00	.00	50.00	50.00	_____
11100000	531000	OFFIC SUPL	398.55	700.00	700.00	179.59	700.00	700.00	_____
11100000	531050	POSTAGE	700.00	700.00	700.00	700.00	700.00	700.00	_____
11100000	531060	PRINTING	6,453.92	4,000.00	4,000.00	2,264.16	4,000.00	4,000.00	_____
11100000	532000	BK/PUB/SUB	50.93	3,000.00	3,000.00	4,074.95	3,000.00	3,000.00	_____
11100000	532500	DUES	9,605.00	9,612.00	9,612.00	8,712.00	9,612.00	9,612.00	_____
11100000	533010	CONF/SEM	6,103.11	2,500.00	2,500.00	3,879.95	2,500.00	5,580.00	_____
11100000	533200	MILEAGE	18,964.24	18,340.00	18,340.00	9,059.33	18,340.00	18,760.00	_____
11100000	539005	OP/ACHIEV	.00	200.00	200.00	.00	200.00	200.00	_____
11100000	539060	BENEVOLENT	136.00	300.00	300.00	.00	300.00	300.00	_____
11100000	553050	BLDG RENT	.00	100.00	100.00	.00	100.00	100.00	_____
11100000	599000	IT POOL	1,461.00	8,150.00	8,150.00	8,150.00	8,150.00	13,316.00	_____
TOTAL COUNTY BOARD			121,495.64	128,429.00	128,429.00	74,276.53	128,429.00	137,095.00	_____

NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 20251 2025 ANNUAL BUDGET				
ACCOUNTS FOR:				
COUNTY BOARD	VENDOR	QUANTITY	UNIT COST	2025 DEPT
511000 SALARIES				
11100000 511000 -				75,000.00 *
	CO BOARD MEMBER (90001)	1.00	.00	75,000.00
TOTAL SALARIES				75,000.00
515010 SOCIAL SECURITY				
11100000 515010 -				4,650.00 *
	FICA	.00	.00	4,650.00
TOTAL SOCIAL SECURITY				4,650.00
515015 MEDICARE				
11100000 515015 -				1,088.00 *
	MEDICARE	.00	.00	1,088.00
TOTAL MEDICARE				1,088.00
515040 WORKERS COMP				
11100000 515040 -				39.00 *
	WORK COMP CLERICAL	.00	.00	39.00
TOTAL WORKERS COMP				39.00
522025 TELEPHONE				
11100000 522025 -				50.00 *
	MITEL PHONE \$.25/MONTH	1.00	3.00	3.00
	LONG DISTANCE CALLS	1.00	47.00	47.00
TOTAL TELEPHONE				50.00
531000 OFFICE SUPPLIES				
11100000 531000 -				700.00 *
	MISC OFFICE SUPPLIES	1.00	700.00	700.00
TOTAL OFFICE SUPPLIES				700.00
531050 POSTAGE				
11100000 531050 -				700.00 *
	ANNUAL POSTAGE COSTS	1.00	700.00	700.00

NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 20251 2025 ANNUAL BUDGET				
ACCOUNTS FOR:				
COUNTY BOARD	VENDOR	QUANTITY	UNIT COST	2025 DEPT
TOTAL POSTAGE				700.00
531060	PRINTING			
11100000 531060 -				4,000.00 *
	PRINTING/PUBLICATION COSTS	1.00	4,000.00	4,000.00
TOTAL PRINTING				4,000.00
532000	BOOKS/PUBLICAT/SUBSCRIPTIONS			
11100000 532000 -				3,000.00 *
	PUBLIC NOTICE PUBLICATIONS	1.00	3,000.00	3,000.00
TOTAL BOOKS/PUBLICAT/SUBSCRIPTIONS				3,000.00
532500	DUES OR SUBSCRIPTIONS			
11100000 532500 -				9,612.00 *
	WISCONSIN COUNTIES ASSOCIATION	1.00	8,712.00	8,712.00
	NATIONAL ASSOCIATION OF COUNTIES	1.00	900.00	900.00
TOTAL DUES OR SUBSCRIPTIONS				9,612.00
533010	CONFERENCE/SEMINARS			
11100000 533010 -				5,580.00 *
	WCA ANNUAL CONFERENCE	11.00	180.00	1,980.00
	MISC CONFERENCES	1.00	300.00	300.00
	CONFERENCE HOTEL STAY	1.00	3,300.00	3,300.00
TOTAL CONFERENCE/SEMINARS				5,580.00
533200	MILEAGE			
11100000 533200 -				18,760.00 *
	EST. 28,000 MILES @ \$.67 / MILE	1.00	18,760.00	18,760.00
TOTAL MILEAGE				18,760.00
539005	OPERATION & ACHIEVEMENT			
11100000 539005 -				200.00 *
	ACHIEVEMENT/RECOGNITIONS	1.00	200.00	200.00

NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 20251 2025 ANNUAL BUDGET				
ACCOUNTS FOR:				
COUNTY BOARD	VENDOR	QUANTITY	UNIT COST	2025 DEPT
TOTAL OPERATION & ACHIEVEMENT				200.00
539060	BENEVOLENT FUND			
11100000	539060	-		
				300.00 *
		4.00	75.00	300.00
	MEMORIAL FUNDS FOR FAMILIES OF COUNTY EMPLOYEES OR OFFICIALS WHO PASS AWAY - NOT TO EXCEED \$75.00 EACH.			
TOTAL BENEVOLENT FUND				300.00
553050	BUILDING RENT			
11100000	553050	-		
				100.00 *
		2.00	50.00	100.00
	COUNTY BOARD MEETING RENT - AMERICAN LEGION			
TOTAL BUILDING RENT				100.00
599000	TECHNOLOGY POOL			
11100000	599000	-		
				13,316.00 *
		1.00	13,316.00	13,316.00
	FUTURE IT EQUIPMENT FUNDS			
TOTAL TECHNOLOGY POOL				13,316.00
TOTAL COUNTY BOARD			137,095.00	

NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

PROJECTION: 20251 2025 ANNUAL BUDGET FOR PERIOD 99

ACCOUNTS FOR:			2023	2024	2024	2024	2024	2024	2025	
COUNTY CLERK			ACTUAL	ORIG BUD	REVISED BUD	ACTUAL	PROJECTION	DEPT	COMMENT	
11420000	442000	MARR LIC	-7,295.00	-7,875.00	-7,875.00	-7,060.00	-7,875.00	-14,050.00		
11420000	461900	OTH CLRK R	-29.75	-50.00	-50.00	.00	-50.00	-50.00		
11420000	511000	SALARIES	143,076.43	146,956.00	146,372.00	93,634.26	146,372.00	159,497.00		
11420000	511200	OVERTIME	38.00	4,000.00	4,000.00	136.50	4,000.00	2,000.00		
11420000	515005	RETIREMENT	9,674.29	10,418.00	10,377.00	5,833.02	10,377.00	11,227.00		
11420000	515010	SOC SEC	8,168.70	9,362.00	9,325.00	5,470.90	9,325.00	9,593.00		
11420000	515015	MEDICARE	1,910.35	2,191.00	2,182.00	1,279.49	2,182.00	2,245.00		
11420000	515020	HLTH INS	51,711.03	59,927.00	59,927.00	22,836.30	59,927.00	38,012.00		
11420000	515025	DENTAL INS	1,753.57	1,941.00	1,941.00	699.14	1,941.00	1,095.00		
11420000	515030	LIFE INS	38.14	39.00	39.00	27.29	39.00	45.00		
11420000	515040	WORK COMP	81.37	79.00	79.00	47.75	79.00	86.00		
11420000	522025	TELEPHONE	3.32	180.00	180.00	8.00	180.00	12.00		
11420000	531000	OFFIC SUPL	1,172.46	1,200.00	1,200.00	414.08	1,200.00	1,200.00		
11420000	531050	POSTAGE	4,819.56	5,000.00	5,000.00	4,375.68	5,000.00	5,000.00		
11420000	532000	BK/PUB/SUB	91.00	150.00	150.00	.00	150.00	54.00		
11420000	532500	DUES	125.00	190.00	190.00	125.00	190.00	190.00		
11420000	533200	MILEAGE	.00	164.00	164.00	.00	164.00	167.50		
11420000	553100	EQUIP SERV	2,311.18	2,316.00	2,316.00	1,573.40	2,316.00	2,316.00		
11420000	599000	IT POOL	1,252.00	852.00	852.00	852.00	852.00	872.00		
TOTAL COUNTY CLERK			218,901.65	237,040.00	236,369.00	130,252.81	236,369.00	219,511.50		

NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 20251 2025 ANNUAL BUDGET				
ACCOUNTS FOR:				
COUNTY CLERK	VENDOR	QUANTITY	UNIT COST	2025 DEPT
442000 NONBUSINESS LICENSES				
11420000 442000 -				-14,050.00 *
	FEES -3 YEAR ANNUAL AVERAGE	250.00	55.00	-13,750.00
	MARRIAGE LICENSE WAIVERS	12.00	25.00	-300.00
TOTAL NONBUSINESS LICENSES				-14,050.00
461900 OTHER REVENUE-GEN FND				
11420000 461900 -				-50.00 *
	DIRECTORIES	10.00	3.00	-30.00
	COPIES	20.00	1.00	-20.00
TOTAL OTHER REVENUE-GEN FND				-50.00
511000 SALARIES				
11420000 511000 -				159,497.00 *
	COUNTY CLERK (400)	1.00	.00	84,872.00
	DEPUTY COUNTY CLERK (10168)	1.00	.00	23,751.00
	CHIEF DEPUTY COUNTY CLERK (11308)	1.00	.00	49,131.00
	MERIT PAY (90041)	1.00	.00	1,743.00
TOTAL SALARIES				159,497.00
511200 OVERTIME				
11420000 511200 -				2,000.00 *
	OVERTIME (90042)	1.00	.00	2,000.00
TOTAL OVERTIME				2,000.00
515005 RETIREMENT				
11420000 515005 -				11,227.00 *
	WRS ELECTED OFFICIALS	.00	.00	5,899.00
	WRS GENERAL WITHHOLDING	.00	.00	1,651.00
	WRS GENERAL WITHHOLDING	.00	.00	3,415.00
	WRS GENERAL WITHHOLDING	.00	.00	122.00
	WRS GENERAL WITHHOLDING	.00	.00	140.00

NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 20251 2025 ANNUAL BUDGET

ACCOUNTS FOR: COUNTY CLERK VENDOR QUANTITY UNIT COST 2025 DEPT

TOTAL RETIREMENT				11,227.00
515010	SOCIAL SECURITY			
11420000	515010 -			9,593.00 *
	FICA	.00	.00	4,915.00
	FICA	.00	.00	1,398.00
	FICA	.00	.00	3,047.00
	FICA	.00	.00	109.00
	FICA	.00	.00	124.00

TOTAL SOCIAL SECURITY				9,593.00
515015	MEDICARE			
11420000	515015 -			2,245.00 *
	MEDICARE	.00	.00	1,150.00
	MEDICARE	.00	.00	327.00
	MEDICARE	.00	.00	713.00
	MEDICARE	.00	.00	26.00
	MEDICARE	.00	.00	29.00

TOTAL MEDICARE				2,245.00
515020	HEALTH INSURANCE			
11420000	515020 -			38,012.00 *
	HEALTH INS FAMILY	.00	.00	31,200.00
	HEALTH INS SINGLE	.00	.00	6,812.00

TOTAL HEALTH INSURANCE				38,012.00
515025	DENTAL INSURANCE			
11420000	515025 -			1,095.00 *
	DENTAL INSURANCE FAMILY	.00	.00	943.00
	DENTAL INSURANCE SINGLE	.00	.00	152.00

TOTAL DENTAL INSURANCE				1,095.00
515030	LIFE INSURANCE			
11420000	515030 -			45.00 *
	LIFE INSURANCE GENERAL	.00	.00	18.00
	LIFE INSURANCE GENERAL	.00	.00	9.00
	LIFE INSURANCE GENERAL	.00	.00	18.00

NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 20251 2025 ANNUAL BUDGET

ACCOUNTS FOR: COUNTY CLERK VENDOR QUANTITY UNIT COST 2025 DEPT

TOTAL LIFE INSURANCE				45.00
515040	WORKERS COMP			
11420000	515040 -			86.00 *
	WORK COMP CLERICAL	.00	.00	44.00
	WORK COMP CLERICAL	.00	.00	13.00
	WORK COMP CLERICAL	.00	.00	26.00
	WORK COMP CLERICAL	.00	.00	1.00
	WORK COMP CLERICAL	.00	.00	2.00

TOTAL WORKERS COMP				86.00
522025	TELEPHONE			
11420000	522025 -			12.00 *
	\$1 EACH / MONTH	1.00	12.00	12.00

TOTAL TELEPHONE				12.00
531000	OFFICE SUPPLIES			
11420000	531000 -			1,200.00 *
	DIRECTORIES	1.00	850.00	850.00
	OFFICE SUPPLIES	1.00	350.00	350.00

TOTAL OFFICE SUPPLIES				1,200.00
531050	POSTAGE			
11420000	531050 -			5,000.00 *
	COUNTYWIDE REMITTANCE MAILINGS	1.00	3,480.00	3,480.00
	COUNTYWIDE PITNEY BOWES FEE	4.00	380.00	1,520.00

TOTAL POSTAGE				5,000.00
532000	BOOKS/PUBLICAT/SUBSCRIPTIONS			
11420000	532000 -			54.00 *
	MONROE COUNTY HERALD	1.00	54.00	54.00

TOTAL BOOKS/PUBLICAT/SUBSCRIPTIONS				54.00
532500	DUES OR SUBSCRIPTIONS			
11420000	532500 -			190.00 *
	WI COUNTY CLERK'S ASSOC.	1.00	125.00	125.00
	WI MUNICIPAL CLERK'S ASSOC.	1.00	65.00	65.00

NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 20251 2025 ANNUAL BUDGET				
ACCOUNTS FOR:				
COUNTY CLERK	VENDOR	QUANTITY	UNIT COST	2025 DEPT
TOTAL DUES OR SUBSCRIPTIONS				190.00
533200	MILEAGE			
11420000	533200 -			167.50 *
	QUARTERLY CO. CLERK DISTRICT MEETINGS	1.00	134.00	134.00
	200 MI @ \$.67/MI			
	WCA ANNUAL CLERK CONFERENCE	1.00	33.50	33.50
	50 MI @ \$.67/MI			
TOTAL MILEAGE				167.50
553100	EQUIPMENT SERVICE CONTRACTS			
11420000	553100 -			2,316.00 *
	CANON EQUIPMENT LEASE	12.00	118.00	1,416.00
	LOFFLER PRINT MANAGEMENT	60.00	12.00	720.00
	BISCOM E-FAX	12.00	15.00	180.00
TOTAL EQUIPMENT SERVICE CONTRACTS				2,316.00
599000	TECHNOLOGY POOL			
11420000	599000 -			872.00 *
	FUTURE IT EQUIPMENT REPLACEMENT FUNDS	1.00	872.00	872.00
TOTAL TECHNOLOGY POOL				872.00
TOTAL COUNTY CLERK			219,511.50	

NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

PROJECTION: 20251 2025 ANNUAL BUDGET

FOR PERIOD 99

ACCOUNTS FOR:			2023	2024	2024	2024	2024	2025	
ELECTIONS			ACTUAL	ORIG BUD	REVISED BUD	ACTUAL	PROJECTION	DEPT	COMMENT
11421000	473100	ELECT REV	-19,301.65	-15,000.00	-15,000.00	-13,565.97	-15,000.00	-18,000.00	
11421000	473300	LOC CHRGS	-10,354.54	-7,750.00	-7,750.00	.00	-7,750.00	-7,750.00	
11421000	521420	PROGRAM	36,004.90	80,000.00	80,000.00	44,734.90	80,000.00	40,000.00	
11421000	531000	OFFIC SUPL	4,273.69	3,500.00	3,500.00	1,842.09	3,500.00	2,500.00	
11421000	531060	PRINTING	25,466.11	57,000.00	57,000.00	24,557.38	57,000.00	25,500.00	
11421000	533200	MILEAGE	.00	262.00	262.00	.00	262.00	268.00	
11421000	539500	EQUIPMNT	7,749.72	7,750.00	7,750.00	.00	7,750.00	7,750.00	
TOTAL ELECTIONS			43,838.23	125,762.00	125,762.00	57,568.40	125,762.00	50,268.00	

NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 20251 2025 ANNUAL BUDGET				
ACCOUNTS FOR:				
ELECTIONS	VENDOR	QUANTITY	UNIT COST	2025 DEPT
473100 GENERAL GOVERNMENT LOC COLL				
11421000 473100 -				-18,000.00 *
	STATE VOTER REGISTRATION RELIER FEES -	1.00	11,000.00	-11,000.00
	26 MUNICIPALITIES			
	MUNICIPALITY CODING AND BALLOT FEES	1.00	7,000.00	-7,000.00
TOTAL GENERAL GOVERNMENT LOC COLL				-18,000.00
473300 TOWNS CITIES & VILLAGES				
11421000 473300 -				-7,750.00 *
	ELECTION EQUIPMENT FIRMWARE LICENSE	1.00	7,750.00	-7,750.00
TOTAL TOWNS CITIES & VILLAGES				-7,750.00
521420 PROGRAMING				
11421000 521420 -				40,000.00 *
	SPRING PRIMARY PROGRAMMING	1.00	20,000.00	20,000.00
	SPRING ELECTION PROGRAMMING	1.00	20,000.00	20,000.00
TOTAL PROGRAMING				40,000.00
531000 OFFICE SUPPLIES				
11421000 531000 -				2,500.00 *
	ENVELOPES/SECURITY SEALS/BAGS	1.00	1,100.00	1,100.00
	PAPER	1.00	200.00	200.00
	POSTAGE	1.00	1,000.00	1,000.00
	BOARD OF CANVASSERS;	4.00	50.00	200.00
	2 CANVASSERS @ 2 ELECTIONS			
TOTAL OFFICE SUPPLIES				2,500.00
531060 PRINTING				
11421000 531060 -				25,500.00 *
	SPRING & SPRING PRIMARY	1.00	1,500.00	1,500.00
	PUBLICATION COSTS			
	BALLOTS - SPRING & SPRING PRIMARY	1.00	24,000.00	24,000.00

NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 20251 2025 ANNUAL BUDGET				
ACCOUNTS FOR: ELECTIONS				
	VENDOR	QUANTITY	UNIT COST	2025 DEPT
TOTAL PRINTING				25,500.00
533200				MILEAGE
11421000	533200	-		
	BALLOT/ELECTION MATERIAL DELIVERY	1.00	268.00	268.00 *
	4 TRIPS @ 100 MILES EACH @.67			268.00
TOTAL MILEAGE				268.00
539500				EQUIPMENT & LICENSES
11421000	539500	-		
	ELECTION EQUIPMENT FIRMWARE LICENSE	1.00	7,750.00	7,750.00 *
TOTAL EQUIPMENT & LICENSES				7,750.00
TOTAL ELECTIONS			50,268.00	