



# MONROE COUNTY BOARD OF SUPERVISORS

## NOTICE OF MEETING

202 SOUTH K STREET, RM 1  
SPARTA, WISCONSIN 54656  
PHONE 608-269-8705  
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[www.co.monroe.wi.us](http://www.co.monroe.wi.us)

**COMMITTEE:** ADMINISTRATION &  
PERSONNEL COMMITTEE  
**TIME:** 9:00 a.m.  
**PLACE:** Monroe County Justice Center  
Monroe County Board Assembly Room  
\*South Side/Oak Street Entrance\*  
1<sup>st</sup> Floor – Room #1200  
112 South Court Street  
Sparta, WI 54656  
**DATE:** Tuesday, January 14, 2020

### SUBJECT MATTER TO BE CONSIDERED

1. Call to Order/Roll Call
2. Next Month's Meeting Date/Time
3. Minutes Approval of December 10, 2019
4. Notice of Budgetary Adjustment – Discussion/Action
  - a. Land Records
5. Economic Development Coordinator Position
6. Personnel
  - a. New Position Request – Human Services
    - Resolution Authorizing Dementia Care Specialist in Monroe County – Discussion/Action
  - b. Resolution Setting Salaries for County Clerk, Register of Deeds and County Treasurer for The 2021-2024 Term of Office – Discussion/Action
  - c. Director Report
7. County Administrator
  - a. County Administrator Report
  - b. IT Director
8. Next Month's Agenda Items
9. Adjournment

Pete Peterson, Committee Chair

Date notices mailed: January 7, 2020

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  
December 10, 2019

Present: Pete Peterson, Sharon Folcey, Mary Von Ruden, Cedric Schnitzler, Mark Halverson  
Others: Tina Osterberg, Ed Smudde, Steve Peterson, Pamela Pipkin, Jeremiah Erickson, Wes Revels, Deb Brandt, Debra Carney

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

- Next Month's Meeting Date/Time – The next meeting is Tuesday, January 14, 2020 at 9:00 a.m. in the Monroe County Board Assembly Room.
- Minutes Approval – Motion by Mary Von Ruden second by Sharon Folcey to approve the 11/12/19 minutes. Carried 5-0.
- Steve Peterson provided the monthly Economic Development Coordinator Report.
- Economic Development Coordinator Position – Tina Osterberg, Monroe County Administrator explained that at this time that there are no funds for the Economic Development position. Calls will be streamed through the County Administrator. Discussion. Suggestions included looking into a county position in the future. It was further discussed to first look at what role the surrounding cities play, Hidden Valleys, Regional Planning, etc., before moving forward in order to eliminate duplicate services.
- Land Information -
  - a. 2020 WI Regional Orthophotography Consortium Agreement
    1. Intergovernmental Support Agreement (IGSA) between the United States and Monroe County, Wisconsin Regarding Light Detection and Ranging (LiDAR) and Aerial Photography Services – Jeremiah Erickson provided and explained the Intergovernmental Support Agreement. Motion by Sharon Folcey second by Mark Halverson to approve Intergovernmental Support Agreement (IGSA) between the United States and Monroe County. Carried 5-0.
    2. Professional Services Agreement for Geospatial Service with Ayres Associates – Jeremy explained the Geospatial Service. Motion by Mark Halverson second by Sharon Folcey to approve Professional Services Agreement for Geospatial Service with Ayres Associates. Discussion. Carried 5-0.
    3. Memorandum of Understanding with the City of Sparta – Jeremy explained Memorandum of Understanding with the City in the amount of \$6,650.00. Motion by Mark Halverson second by Sharon Folcey to approve Memorandum of Understanding with the City of Sparta. Carried 5-0.
    4. Memorandum of Understanding with the City of Tomah – Jeremy explained Memorandum of Understanding with the City in the amount of \$4,900.00. Motion by Mark Halverson second by Sharon Folcey to approve Memorandum of Understanding with the City of Tomah. Discussion. Carried 5-0.
  - b. Wisconsin Land Information Program 2020 Base Budget, Training & Education, and Strategic Initiative Grant Application – Jeremiah explained grant application for training & education for an amount of \$1,000.00; and strategic initiative with an amount available in the amount of \$40,000.00. Motion by Sharon Folcey second by Mary Von Ruden to approve applications for both grants. Carried 5-0.
- Child Support –
  - a. Pamela Pipkin provided the Director Report
  - b. 2019 Revenue Update – Pamela explained that revenue is low for the year and that the department may not make budget. She will keep the Administrator and Finance Director updated.
  - c. Request for Line Item Transfer – Pamela explained the 2019 line item transfer in the amount of \$400.00 for mileage. Motion by Sharon Folcey second by Mary Von Ruden to approve line item transfer. Carried 5-0.
- Personnel –
  - a. Ed Smudde provided the monthly Personnel Director Report.
  - b. Resolution to Set Elected Official Rates for Next Term in Office – Ed Smudde provided a draft resolution to members. A state wide comparison by office was also provided. Rates must be set before April 15, 2019. Discussion. This item will be further reviewed by supervisors and revisited next month.

- Tina Osterberg provided the Monthly Administrators Report.
- Next Month's Agenda Items – Resolution Setting Salaries for the County Clerk, Register of Deeds and County Treasurer for the 2021-2024 Term of Office; Economic Development Coordinator Position.
- Motion by Mark Halverson second by Mary Von Ruden to adjourn at 10:00 a.m. Carried 5-0.

Shelley Bohl, Monroe County Clerk  
Recorder

# MONROE COUNTY

## Notice of Budgetary Adjustment

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

Date: January 2, 2020  
 Department: Land Records  
 Amount: \$5,000.00  
 Budget Year Amended: 2020

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

This budget adjustment is in order to allow us to proceed with an item that we budgeted for in 2019, GIS Server Replacement & Configuration. We signed a contract with ProWest & Associates July 2nd, 2019. The work was to take place in August and September partly in preparation to have our new servers in place prior to dispatch making upgrades to their software. However due to changes in the timeline for the dispatch project this one was set aside due to necessity by IT.

**Revenue Budget Lines Amended:**

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
11750000 493000	LAND REC BAL APPLIED	\$ 37,283.00	\$ 5,000.00	\$ 42,283.00
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ 5,000.00	

**Expenditure Budget Lines Amended:**

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
111750000 521000	PROFESSIONAL SERVICES	\$ 177,540.00	\$ 5,000.00	\$ 182,540.00
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ 5,000.00	

Department Head Approval: Jeremiah Erickson

Date Approved by Committee of Jurisdiction: \_\_\_\_\_

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

# New Position Analysis



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

<b>Date:</b> 12/20/2019	<b>Department:</b> Human Services - ADRC
<b>Department Head Name:</b> Ron Hamilton	

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):

Monroe County Department of Human Services ADRC was notified on 12/13/19 that they were the recipient of a Dementia Care Specialist grant through Wisconsin DHS. There were eight grants awarded across the state. This grant will allow for a Dementia Care Specialist to be employed and shared between Monroe and Jackson Counties with Monroe County as the fiscal agent. Statistically, communities are seeing a significant increase in the need for memory related services. Wisconsin Demographics predict the elder population of individuals aged 65+ to nearly double by the year 2040, with 242,000 people being diagnosed with dementia. Given these staggering numbers, long-term planning for our existing and future community needs is essential. A first step towards long-term planning is adding a DCS to benefit both Monroe and Jackson Counties. The DCS position and grant funding will be designated to increase supports for residents with dementia, their caregivers and their families. The DCS will also be working with our community partners to help maintain the highest quality of life for a person living with dementia, including assistance with locating resources so they may live in their own homes for as long as possible. Looking to the future, preventative measures can be put in place in addition to the intervention services a DCS will initially provide. With the addition of a DCS, Monroe and Jackson ADRCs will have the ability to offer further follow up to ensure opportunities to participate and utilize community supports and programs are available to those in need. Follow up will be provided to both the customer and their caregivers/loved ones. Acting as an expert, our DCS will provide consultative supports to ADRC and APS staff to ensure all avenues are explored. The DCS will offer and provide one-on-one information, care consultation, options counseling and referrals for individuals with dementia and their family caregivers. The DCS will also be involved with Dementia-Friendly community efforts and initiatives.

This position will be shared across two counties. The responsibilities related to the position are very specific, will involve significant training and will be labor intensive and therefore would not be able to be absorbed by current staff. We are proposing a 3/1/2020 start date in order to recruit and hire for this position. This position will be funded by an annual ongoing grant and an estimate of 30% billable time. No County Levy will be requested for this position.

<b>Suggested Title:</b> Dementia Care Specialist			
<b>Personnel Director's Recommended Classification:</b>		<b>Grade:</b> 11	<b>FLSA Class:</b> Exempt
<b>Full-time:</b>	<input checked="" type="checkbox"/>	<b>Part-time:</b> /hours	<b>Projected Start Date:</b> 03/01/2020

\*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.
22.00	38,544	2602	2,390	559	514	13607	653	15

1. Where will the funds for this position come from?  
\$80,000 will come through a Department of Health Services grant which will be an annual ongoing grant, the remainder will be through billable time by the Dementia Care Specialist which is estimated to be 30% of this position's total time. No County Levy will be allocated to this position.
2. What equipment will need to be purchased for this position (desk, etc.)?  
Lap top computer, cell phone, Chair
  - a. Is office space presently available? Yes Where? ADRC
  - b. Estimated cost of needed equipment? \$2,500
  - c. Is the cost of needed equipment in the department budget? Revenues and expenses will need to be added via budget adjustment
3. What is the grand total cost of all items this fiscal year? 2020 fiscal year: \$61,385
4. What is the annual cost of salary and fringes, thereafter? \$70,092 plus any annual increases in salary and insurance cost.

**Supervisory Responsibility** (if applicable):

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

N/A

2. Number of employees Directly supervised: N/A Indirectly: \_\_\_\_\_

List the position titles that will report to this position:


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

**County Administrator – Action:**

Date: 1/2/2020 Position Approved:  Position Denied:

**Committee of Jurisdiction:** Health and Human Services – Action:

Date: 1/7/2020 Position Approved:  Position Denied:  by a vote of: 9 to 0

**Administration & Personnel Committee – Action:**

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

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

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

**County Board – Action:**

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

<b>Job Title:</b>	<b>Dementia Care Specialist</b>	<b>Department:</b>	ADRC
<b>Location:</b>	315 W. Oak St. Suite A, Community Services Center, Sparta	<b>FLSA Category:</b>	Exempt – Administrative
<b>Immediate Supervisor:</b>	ADRC Manager	<b>Salary Grade:</b>	Grade 11
<b>Supervision Exercised:</b>	None.	<b>Position Type:</b>	Full-time

**Basic Functions and Responsibilities**

Under the general supervision of the ADRC Manager, the Human Services Social Worker I (ADRC) provides intake and assistance services to members of the client populations (elderly or adults with physical or intellectual/developmental disabilities) and their families, friends, caregivers, advocates, and others who ask for assistance on their behalf of the physically disabled, developmentally disabled, and elderly clients.

**Job Description**

**ROLE AND RESPONSIBILITIES**

- Develop referral relationships with physicians, dementia diagnostic clinics and other health and long term care providers.
- Provide dementia-specific consultation and technical assistance related to cognitive screening and individual and family caregiver issues to adult protective services agencies (APS), crisis response systems, county/tribal aging offices, ADRC staff members, and other agencies, as requested.
- Provide at least two approved evidence-based or evidence-informed interventions, one specifically designed for family caregivers, as part of ongoing activities. Maintain fidelity to the intervention model and accommodate families' schedules for meetings (e.g., evenings and weekends, when necessary).
- Provide volunteer training and guidance to expand the reach of the goals of the Dementia Care Specialist Program.
- Collaborate actively and develop referral protocols with local, regional, and statewide dementia organizations including: the Wisconsin Alzheimer's Institute, the Alzheimer's Association chapters, and the Alzheimer's and Dementia Alliance of Wisconsin.
- Offer and provide person-centered support when memory screens are positive to assure opportunities for follow-up with primary care provider are available in accordance with the individual's preferences.
- Offer and provide short-term service coordination for individuals with dementia and/or their caregivers. Coordinate with other ADRC, county/tribal aging unit(s), APS and other county staff members and be available for joint or independent home visits.
- Serve as a catalyst for developing and implementing strategies to create and sustain dementia-friendly communities in the ADRC service area.
- Provide outreach and awareness to professionals, employers, organizations, and the general community about the ADRC and available dementia services.
- Maintain current knowledge of dementia, research findings, new evidence-based interventions, and other innovations for people living in the community.
- Participate actively in DCS statewide and regional meetings, training programs, and conference calls. Assist colleagues by sharing experiences. Mentor new DCS staff and provide materials and products to other ADRCs, as requested. Provide conference workshops as requested and appropriate to increase the awareness of dementia and services available.
- Complete 100% time reporting, collect and report program data, and contribute to DCS program evaluation.

**QUALIFICATIONS AND EDUCATION REQUIREMENTS**

- A Bachelor of Arts or Science degree is required, preferably in the health or human services related field. Bachelor of Social Work preferred.
- At least one year of full-time paid experience working directly with multiple people with dementia and family/informal caregivers (e.g., providing direct care, caregiver support, support group facilitation, residential care management, home care).\*
- Expertise and knowledge regarding older adults, dementia, dementia care and support, family and informal caregiver needs, and challenging behaviors.
- Skills and experience in facilitating small group learning and discussion programs.
- Experience with family caregivers of people with dementia and family dynamics.
- Experience in developing collaborative relationships, preferably with community organizations and health care professionals.
- Competence in public speaking and engaging community members and professionals.
- Experience in program development, implementation, and creation of reports.
- The ability to provide culturally competent services and supports.
- The ability to function independently and be resourceful in the roles undertaken.

- The ability to adjust work hours to meet with program participants and to provide community and employer outreach and educational programs.
- Basic computer skills, including ability to record and report program data and information.
- A valid Wisconsin driver's license and the ability to travel for community events and to make home visits.

**PHYSICAL DEMANDS**

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

**ADDITIONAL NOTES**

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

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

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



**RESOLUTION AUTHORIZING DEMENTIA CARE SPECIALIST IN MONROE COUNTY**

1 **WHEREAS**, Wisconsin demographics predict the elder population of individuals ages 65+ to nearly  
2 double by the year 2040, the need for a long-term plan to offer services to this population in the  
3 community is essential; and  
4

5 **WHEREAS**, the Monroe County Human Services Board and Administration & Personnel Committee  
6 have reviewed the attached New Position Analysis and request the establishment of a Dementia Care  
7 Specialist position in the Department of Human Services; and  
8

9 **WHEREAS**, this position will be fully funded by a state grant and will be able to assist with care in  
10 both Monroe and Jackson County, while receiving partial funding through an estimated 30% of billable  
11 time; and  
12

13 **WHEREAS**, this position will be able to offer one-on-one information, care consultation, and assist  
14 with counseling and referrals for individuals living with dementia in the community and their family  
15 caregivers.  
16

17 **NOW, THEREFORE BE IT RESOLVED** by the Monroe County Board of Supervisors that it does  
18 hereby authorize the establishment of a Dementia Care Specialist position in the Department of Human  
19 Services with start date of March 1, 2020.  
20

21 Dated this 22<sup>nd</sup> day of January 2020.  
22

23 Offered by the Administration & Personnel Committee  
24

25 **Fiscal note:** The 2020 budget for this position (wages, benefits and equipment) is approximately  
26 \$61,385 which will be covered by the \$80,000 that was awarded in the state grant and the estimated 30%  
27 billing avoiding the need for tax levy funding.  
28

29 **Purpose:** To approve for the hiring of one Dementia Care Specialist.

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

Approved as to form on \_\_\_\_\_  
\_\_\_\_\_  
Andrew C. Kaftan, Corporation Counsel

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

Committee of Jurisdiction Forwarded on: January 7, 2020  
9 Yes 0 No 0 Absent  
Committee Chair: David A. Ruiz  
\_\_\_\_\_  
\_\_\_\_\_

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 SETTING SALARIES FOR COUNTY CLERK, REGISTER OF DEEDS AND COUNTY TREASURER FOR THE 2021-2024 TERM OF OFFICE**

1 **WHEREAS**, §59.22 of the Wisconsin Statutes require that elected officials' compensation must be set  
 2 prior to the date when candidates may take out papers to run for local office; and  
 3

4 **WHEREAS**, the County Clerk, Register of Deeds, and County Treasurer may take out papers as of  
 5 April 15, 2020 for the next term; and  
 6

7 **WHEREAS**, the Administration & Personnel Committee met on December 10, 2019 and January 14,  
 8 2020, reviewed current wage information, surveyed salaries in other Wisconsin counties and considered  
 9 projected increases for Monroe County Employees and recommends the following salary rates for the  
 10 Monroe County elected official positions set out below:  
 11

12 POSITION	2021 (2%)	2022 (2%)	2023 (2%)	2024 (2%)
13 County Clerk	\$65,097	\$66,399	\$67,727	\$69,081
14 Register of Deeds	\$60,541	\$61,751	\$62,986	\$64,246
15 County Treasurer	\$60,541	\$61,751	\$62,986	\$64,246

16  
 17 **WHEREAS**, benefits for elected officials are not included in the compensation rates listed above but  
 18 shall be set and administered in accordance with the Monroe County Personnel Policy for county  
 19 employees.  
 20

21 **NOW, THEREFORE BE IT RESOLVED** by the Monroe County Board of Supervisors to set the salary  
 22 for the County Clerk, Register of Deeds, and County Treasurer at the rates shown above for the term of  
 23 2021-2024.  
 24

25 Dated this 22<sup>nd</sup> day of January 2020.  
 26

27 Offered by the Administration & Personnel Committee  
 28

29 Purpose: Set salary rates for 2021-2024 term for County Clerk, Register of Deeds, and County  
 30 Treasurer.  
 31

32 Fiscal note: No fiscal impact for 2020, to be budgeted for 2021-2024.

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

Committee of Jurisdiction Forwarded on: \_\_\_\_\_, 20\_\_  
 \_\_\_\_ Yes \_\_\_\_ No \_\_\_\_ Absent

Approved as to form on \_\_\_\_\_  
 \_\_\_\_\_  
 Andrew C. Kaftan, 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.*