



MONROE COUNTY BOARD OF SUPERVISORS

AMENDED NOTICE OF MEETING

202 SOUTH K STREET, RM 1
SPARTA, WISCONSIN 54656
PHONE 608-269-8705
FAX 608-269-8747
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
1st Floor – Room #1200
112 South Court Street
Sparta, WI 54656

DATE: Tuesday, June 9, 2020

SUBJECT MATTER TO BE CONSIDERED

1. Call to Order/Roll Call
2. Department Head Introductions
3. Next month's Meeting Date/Time
4. Minutes Approval of May 12, 2020
5. Request for Credit Card Approval – Discussion/Action
 - Child Support
 - Administrative
6. Register of Deeds Director Report
7. Information Technology Director Report
8. Personnel
 - Director Report
 - Resolution Authorizing Changes to the Monroe County Personnel Policy Manual – Vacation – Discussion/Action
9. Resolution Establishing 2021 Annual Budgeted Allocation for Pay for Performance – Discussion/Action
10. County Administrator Report
 - COVID-19 Update
11. Monroe County Board and Committee Rule Review
12. Next Month's Agenda Items
13. Adjournment

Wallace Habegger, Committee Chair

Date notices mailed: June 5, 2020

Due to the COVID-19 Pandemic, the Monroe County Board will be following CDC recommendations. We will keep distancing of at least 6 feet. Sanitizers will be on location. We ask that if you are running a temperature or not feeling well, please do not place others at risk.

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.



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11. Next Month's Agenda Items
12. Adjournment

Wallace Habegger, Committee Chair

Date notices mailed: June 4, 2020

Due to the COVID-19 Pandemic, the Monroe County Board will be following CDC recommendations. We will keep distancing of at least 6 feet. Sanitizers will be on location. We ask that if you are running a temperature or not feeling well, please do not place others at risk.

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
May 12, 2020

Present: Wallace Habhegger, Sharon Folcey, Mark Halverson, Brett Larkin, Mary Von Ruden
Others: Tina Osterberg, Ed Smudde, Rick Folkedahl, Wes Revels
Audio: Pamela Pipkin, Charles Weaver, Deb Brandt

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

- Election of Vice-Chair – Chair Wallace Habhegger opened the floor for nominations of Vice-Chair. Motion by Mark Halverson to nominate Sharon Folcey. Chair Wallace Habhegger called three times for any more nominations. Sharon Folcey was declared Vice-Chair, 5-0.
- Establishment of Monthly Meetings Date/Time – Motion by Sharon Folcey second by Wallace Habhegger to continue Administration & Personnel meetings on the second Tuesday of each month beginning at 9:00 a.m. The next meeting is Tuesday, June 9, 2020 at 9:00 a.m. in the Monroe County Board Assembly Room.
- Minutes Approval – Motion by Mark Halverson second by Mary Von Ruden to approve the March 10 and March 19, 2020 minutes. Carried 5-0.
- Rick Folkedahl provided the Information Technology Director Report.
- Personnel
 - a. Ed Smudde provided the Personnel Director Report.
 - b. Ed explained COVID-19 Policies and Practices.
- Administrator
 - a. Tina Osterberg provided the Monthly Administrators Report.
 - b. Tina provided the COVID-19 Update.
- Next Month's Agenda Items – 2021 Pay for Performance, Personnel Policy Update-Recruitment, Department Head Introductions.
- Wallace Habhegger adjourned the meeting at 10:18 a.m. Carried 5-0.

Shelley Bohl, Monroe County Clerk
Recorder

Request for Credit Card Approval

Department: CHILD SUPPORT

Committee: ADMIN/PERSONNEL

Name of Card Holder	Title of Postion	Credit Card Limit
Jennifer Noack	Child Support Specialist	\$1,000.00

Justification for Credit Card(s):

Child Support Director currently has the only credit card for Department. It would be helpful for a second card to be used mainly at post office when Director is away from the office.

Department Head Approval:  _____

Date Approved by Committee of Jurisdiction: _____

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

Date Approved By Finance Committee: _____


Request for Credit Card Approval

Department: Administrative

Committee: Administrative & Personnel

Name of Card Holder	Title of Postion	Credit Card Limit
Adrian Lockington	Adminstrative Office Specialist	\$ 2,500.00

Justification for Credit Card(s): As the Administrative Office Specialist Adrian will be required to purchase items for other departments in the county. In addition to purchases for other departments, it would be beneficial for Adrian to have a credit card to pay for conference and training expenses as well.

Department Head Approval: 

Date Approved by Committee of Jurisdiction: _____

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

Date Approved By Finance Committee: _____

RESOLUTION AUTHORIZING CHANGES TO THE MONROE COUNTY PERSONNEL POLICY MANUAL – VACATOIN

1 **WHEREAS**, the Monroe County Administration and Personnel Committee, recommends
2 approval of the Personnel Policy Manual changes proposed by the Personnel Director to section 4.31(2)
3 Rules for Administration of Vacation, as referenced on the attached document, and
4

5 **WHEREAS**, to remove the language referencing “on the form prescribed (MC-1),” and “the 15th
6 of the month prior to the month,” in section 4.31(2)(e); and
7

8 **WHEREAS**, to replace that language with more commonly used practices within the county and
9 provide flexibility for staff when requested vacation time off; and
10

11 **WHEREAS**, to remove the language referencing “department head” listed in 4.31(2)(k) in an
12 effort to allow more flexibility within recruiting other positions within Monroe County that are not
13 department head level; and
14

15 **NOW, THEREFORE BE IT RESOLVED** by the Monroe County Board of Supervisors that
16 effective this date they do hereby authorize the proposed Personnel Policy Manual changes as set out in the
17 attached document adjusting the language in section 4.31(2) Rules for Administration of Vacation.
18

19 Dated this 24th day of June 2020.
20

21 Offered by the Administration & Personnel Committee
22

23 Purpose: Approve changes to Personnel Policy Manual section 4.31(2) Rules for Administration of
24 Vacation.
25

26 Fiscal note: No direct costs.

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.

(2) RULES FOR ADMINISTRATION OF VACATION.

- (a) Vacation with pay shall not be used until earned.
- (b) Employees shall use accumulated vacation in the year following accrual or vacation accumulation for the year is lost.
- (c) Employees who retire or resign following one year of employment shall be paid for accumulated vacation time earned through the last date of employment, provided appropriate notice is given. <1/95> Vacation benefits shall be figured upon submission, to the department head or immediate supervisor, of the termination notice. This notice shall indicate the last working day of County employment. A vacation balance shall not be used to extend the termination date.
- (d) Compensation for vacation not taken shall not be granted without prior approval of the Administration and Personnel Committee, and only then if the taking of vacation would be detrimental to the efficient operation of the department involved. Employees may be requested to take vacation when it would be in the best interests of the County.
- (e) Requests for vacation are to be submitted ~~on the form prescribed (MC-1)~~ through employee self-service (ESS) or on other departmental required documentation to the department head, no later than ~~the 15th of the month prior to the month~~ two weeks prior to when the vacation is desired. This notification may be waived in the case of an emergency or other approved circumstances. All vacation requests require approval before being used.
- (f) An employee who moves from one position to another in the County by transfer, promotion, demotion or reassignment shall be credited with accumulated vacation in the new position.
- (g) No credit for vacation shall be granted for time worked by an employee in excess of the normal work week.
- (h) No vacation time shall accrue for time an employee is on a worker's compensation program of 14 calendar days or more.
- (i) Vacation credits shall not be used in increments of less than one-half hour. <1/91>
- (j) Employees may be allowed to carry over five days of vacation credit for up to 60 days beyond the anniversary date. Requests for extension of time beyond the 60 days, necessitated by departmental work load, shall be presented to the County Administrator for consideration and approval. Requests shall be handled on an individual basis.
- (k) The County Administrator may upon the request from the Personnel Department authorize additional vacation when recruiting a ~~department-head~~ candidate for county employment. <10/00>
- (l) Employees may donate up to forty (40) hours of accumulated vacation time to Monroe County employee who has a serious health condition as defined by the Family and Medical Leave Act. The forty hour maximum is per donating employee per calendar year.<4/10>

RESOLUTION NO. _____

ESTABLISHING 2021 ANNUAL BUDGETED ALLOCATION FOR PAY FOR PERFORMANCE

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

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

7 WHEREAS, with the enactment of Act 10, the County has reviewed and updated the Monroe County
8 Employee Handbook, adopted the WIPFLI Non-Union Compensation Plan and has established an
9 enhanced employee annual performance review process, and
10

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

15 WHEREAS, the County Administrator will be developing the 2021 Proposed Annual Budget for review
16 and adoption by the Monroe County Board in November 2021, and wage costs must be incorporated
17 into the budget as proposed and adopted.
18

19 NOW THEREFORE BE IT RESOLVED, by the Monroe County Board of Supervisors that each
20 departmental 2021 budget may include an amount up to % of gross wages to be available for
21 allocation based on the merits of employee performance as established during their individual annual
22 performance review; and
23

24 BE IT FURTHER RESOLVED, that any performance wage increases will be effective with the second
25 payroll of April 2021 and that the funds shall be awarded based strictly on the merits of the employees
26 performance; and
27

28 BE IT FURTHER RESOLVED that effective January 1, 2021 any non-union, non-elected staff who
29 have held their current position for 5 years or more and have had satisfactory (score 3.0 or higher)
30 performance evaluations for the past two years will be compensated at a minimum rate of 98% (100%
31 equals market rate) of their current pay group; and
32

33 BE IT FURTHER RESOLVED that any departmental funds budgeted for these merit-based wage
34 adjustments, which remain after the annual performance review process has been completed, shall be
35 applied by the Finance Department to any department merit pay line shortages and then transferred to
36 the Non-Lapsing Retirement/Fringe Pool (Acct# 11435000.515200) to be available to cover budget
37 variations that occur due to internal position postings, new position hires, retirements, and the like that
38 are unknown variables that impact budgeted salary/fringe benefits for the year; and
39

40 BE IT FURTHER RESOLVED that the purpose statement and fiscal note are made a directive of the
41 County Board.
42

43 Offered this 24th day of June, 2021 by the Administration & Personnel Committee.
44

45 Fiscal note: For 2021 the levied general pay increase based on employee performance shall not exceed
 46 \$, . . Budgeted funds not allocated as a merit increase shall be transferred to the Non-Lapsing
 47 Retirement/Fringe Pool (Acct# 11435000.515200) to cover budget variations that occur do to internal
 48 position postings, new position hires, retirements, and other unknown variables that impact budgeted
 49 salary/fringe benefits for the year.
 50
 51 Statement of purpose: To establish 2021 budget for merit-based pay adjustments and fund the Non-
 52 Lapsing Retirement/Fringe Pool.
 53
 54 Drafted by County Administrator, Tina Osterberg

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

MONROE COUNTY BOARD AND COMMITTEE RULES.

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

- 1) **Chair. Duties and powers.** The chairperson shall exercise the powers and perform the duties as set out in the Wisconsin Statutes, Monroe County Code, Monroe County Board Rules, and as otherwise directed by the Monroe County Board.
 - a) The Chair shall preside at all meetings of the board, conducting the meeting under the rules adopted by the board. The Chair shall be responsible for ensuring compliance with Chapter 19, Subchapter V, Open Meetings of Governmental Bodies of the Wisconsin Statutes.
 - b) The Chair, in consultation with the Vice-Chair, shall select the standing committee members except the Highway Committee and as otherwise set out in the county ordinances and state statutes.
- 2) **Vice-Chair. Duties and powers.** The Vice-Chair shall act as Chair during the absence or disability of the Chair.
- 3) **Meetings.**
 - a) The meetings of the Board shall be: the Organizational Meeting on the third Tuesday in April following the spring election, the Annual Meeting on the first Wednesday of November; all other meetings shall be held the fourth Wednesday of each month. Meetings shall start at 6:00 p.m., unless the time or date is changed by the Chair or Vice-Chair of the Board.
 - b) The Chair shall call the board to order at the place and time noticed. At the beginning County Clerk shall then conduct a roll call and note whether a quorum is present; a quorum shall be 60% of the members. If a quorum is present, the business of the Board shall proceed. If a quorum is not present, the meeting shall adjourn until a time specified by the Chair and efforts will be made to reach a quorum. If both the Chair and the Vice-Chair are absent, the Board shall elect a temporary Chair.
 - c) Any person not a member, wanting to address the Board on any matter, shall first obtain leave, such leave to be requested by a member. In case of an objection by a member, such person must have a two-thirds vote of those members present to be allowed to address the board. The Chair, without suspension of the rules, shall be permitted to call upon employees of any department for remarks.
 - d) Every member, prior to speaking, shall indicate a request to speak electronically or by raising a hand. Priority may be given to electronic requests but the Chair retains discretion in choosing whom to recognize. Upon being recognized by the Chair, a member shall address the Chair and shall not be interrupted except by call to order. No

member shall speak more than twice on the same question without leave of the Chair, and a member shall be limited to three minutes for each of their times in addressing the Board. Exempted from this limitation shall be committee chairperson/representative presenting a resolution or answering questions. The Board may, by a two-thirds vote of those members present, suspend the rules limiting time and amount to speak.

- e) When a member is called to order, the member shall not proceed to speak, except in explanation, until the Chair determines whether he/she is in order or not.
- f) It shall be the duty of all members to vote yes or no unless the Chair excuses a member from a vote for good and sufficient reason before the voting has begun.
- g) Every vote upon the levy of a tax or providing an appropriation of money shall be by roll call. All other voting shall be by voice vote, electronic vote, or electronic roll call vote of the majority required, at the discretion of the
Chair. Any member may request roll call on any question. All roll call votes shall be electronic unless the Chair rules otherwise. Should the Chair grant an exception to electronic roll call vote, the roll call vote by voice shall be by district numerical order except that the County Clerk shall rotate the order so that the member voting first shall have his/her name called last on the succeeding roll call vote by voice. This sequential rotation shall start with the Organizational Meeting and continue from meeting to meeting. The Chair shall always vote last.⁶
- h) Special Board meetings may be called at the joint request of the Chair and Vice-Chair or upon a written request by a majority of the members of the Board delivered to the County Clerk specifying the time and place of the meeting. Special Meetings require a five (5) day notice to the members before the meeting.
- i) Roberts Rules of Order shall prevail regarding parliamentary procedure when not in conflict with any Board Rule.

4) **Agenda.**

- a) The order of reoccurring business shall be as follows: Call to Order, Roll Call, Pledge of Allegiance, Approval of Minutes, Public Comment Period, Appointments, Announcements, County Treasurer's Report, County Financial Report, County Administrator's Report, Budget Adjustments, Resolutions, and Adjournment. Other business shall be prioritized and included by the Chair.
- b) The County Clerk shall, at least five (5) days before each meeting of the Board (except when the Board is in continuous meeting), send to

each member an itemized agenda containing copies of all resolutions and other matters to be considered by the Board. All items properly submitted by a committee and not withdrawn shall be placed on the agenda. The agenda shall be prepared by the County Clerk subject to the approval of the Chair.

- c) All resolutions or other matters to be brought before the Board shall be reported to the County Clerk at least six days prior to the Board meeting in order to be placed on the agenda for consideration. Matters brought to the County Clerk which are not properly presented for inclusion on the agenda shall be referred to the appropriate committee by the Chair.
- d) Matters brought up at a meeting which do not appear on the agenda shall not be discussed and shall be referred to the appropriate committee or placed on the next Board meeting agenda for discussion, as determined appropriate by the Chair.
- 5) Resolutions. Items, other than announcements, appointments or budget adjustments, coming before the Board for deliberation and action shall do so in the form of a resolution.
 - a) Resolutions shall be identified by number set by the County Clerk. Resolutions shall contain a heading that generally describes the resolution. Resolution shall contain at the bottom a purpose statement, a fiscal note and identify the drafter.
 - b) Resolutions received by members with the agenda need not be read. Any member may request that a resolution be read. Late resolutions not mailed with the agenda shall be read.
 - c) Any resolution or motion involving appropriation of money shall include a statement or a fiscal note that states the actual or anticipated cost and identifies the fund from which the money will be appropriated. The resolution shall be offered to the Finance Committee to allow comment on the proposed funding. The resolution shall state if more than a simple majority is required for passage and the size of majority. It shall further be determined that there has been compliance with Wisconsin Statute 65.90 (municipal budgets) and any appropriate County Board resolutions.
 - d) Any member who wishes a particular resolution be brought before the entire Board shall do so by use of Committee Rules.
 - e) All resolutions shall be reviewed by Corporation Counsel as to form and as to compliance with §65.90 Wis. Stats.
- 6) Per Diems.
 - a) Per diem for meetings will be paid on a monthly basis. Members who fail to attend some portion of the meeting, unless excused by the Chair, shall receive a reduced amount equal to one-half the allowable

amount.

- b) **All reimbursement claims of members and other individuals eligible for per diem and other expenses shall be submitted pursuant to county practice or policy. Claims will be reviewed and allowed or denied by the Finance Committee in accordance with county policies, ordinances and state statute. Expense sheets are to be submitted to the County Clerk's Office in a timely manner in accordance with county practice and policy.**
 - c) **If an individual eligible to claim per diem attends two or more meetings on the same date, per diem shall be allowed for each meeting at which the individual is present for roll call and adjournment of each such meeting.**
- 7) **Amendment of Rules. No rule shall be changed, modified, or amended unless it is presented and voted on in resolution form at a regular meeting.**

Committee Rules.

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

8

The County shall use three types of committees: standing, special (or adhoc) and advisory. Standing committees are set up to address continuing functions and have standing authority to act on behalf of the Board within an identified scope and area as set out in the ordinances or by rule or resolution. Special committees are temporary in nature designed to address an identified project and may do so within scope of authority set up by the Board under a duly enacted resolution, but are not to infringe on a standing committees jurisdiction. Advisory committees are for issue development and cannot have authority to act on behalf of the Board.

- 1) **The chair of a committee shall ensure compliance with Wisconsin Statute Chapter 19, Subchapter V, Open Meetings of Governmental Bodies. The chair of the committee shall coordinate with the County Clerk in regards to conveying meeting notices to the media.**
- 2) **Prior approval of the appropriate committee is required for attending conventions, workshops, conferences and training sessions. Approval shall be recorded in committee minutes. The Board Chair is authorized**

to attend or designate a member to attend special meetings, etc.

- 3) If it is recorded in committee minutes that a representative from that committee is to attend a meeting of another committee or a committee-related function, per diem payment shall be allowed. If there is no time to obtain committee approval prior to the other meeting or function, the committee chair shall authorize attendance and it shall be retroactively approved at the next meeting by the committee.
- 4) The Board Chair and Vice-Chair shall serve as ex-officio members of all committees. The Chair and/or Vice-Chair, as ex-officio members, shall have the power to vote in a committee only in the event that the committee lacks a quorum.
- 5) Committee Chairs shall accept resolutions, upon petition bearing the signatures of at least five board members, for deliberation at the next available committee meeting. The committee may make comment on the resolution. The committee chair shall direct that the resolution, and any attached committee comments, be forwarded to the Board to be considered at the next scheduled meeting. Said resolution shall contain the position and/or request of the petitioning members and shall conform to all other requirements provided for in the Board and Committee Rules.
- 6) Committee chairs shall accept resolutions from individual members for committee deliberation at the next available meeting. The committee may take any action it sees fit on the resolution. Said resolution shall conform to all other requirements provided for in the Board and Committee Rules.
- 7) Committees shall use Robert's Rules of Order for parliamentary procedure unless County Rules dictate otherwise.
- 8) Committee chairs shall designate a member of the committee as Vice-Chair. The committee chairs shall select a recorder who shall record and forward a copy of the minutes to the County Clerk and posted on the county website within five business days of the meeting and send an approved copy when approved by the committee. The County Clerk shall keep these minutes on file for five years.