



# MONROE COUNTY BOARD OF SUPERVISORS

202 SOUTH K STREET, RM 1

SPARTA, WISCONSIN 54656

PHONE 608-269-8705

FAX 608-269-8747

[www.co.monroe.wi.us](http://www.co.monroe.wi.us)

## THIRD AMENDED NOTICE OF MEETING

COMMITTEE: **ADMINISTRATION & PERSONNEL COMMITTEE**

TIME: 9:00 a.m.

PLACE: Monroe County Justice Center  
Monroe County Board Assembly Room

\*Please use the South Side/Oak Street Entrance\*

112 S. Court Street

Sparta, WI 54656

DATE: **Tuesday, February 19, 2019**

### SUBJECT MATTER TO BE CONSIDERED

1. Call to order/Roll call
2. Next Month's Meeting Date/Time
3. Minutes approval – January 8, 2019
4. Economic Development Coordinator Report
5. Request for Line Item Transfer – Discussion/Action
  - a. Personnel
6. Notice of Budgetary Adjustments – Discussion/Action
  - a. Information Systems(2)
7. Information Systems
  - a. Director Report
  - b. IT Website Demo
8. Personnel
  - a. Director Report
  - b. Personnel Policy Manual Changes – Discussion/Action
  - c. Early Retiree Insurance – Eligibility To Remain in the Health Insurance Group – Discussion Only
  - d. CNA Education – Discussion
9. Process of Filling the County Treasurer Position Midterm – Discussion/Action
10. CLOSED SESSION per WI Statutes 19.85(1)(C), considering employment, promotion, compensation or performance evaluation data of public employee over which the governmental body has jurisdiction or exercises responsibility – To discuss the process of filling the County Treasurer with specific employees and review of their files.
11. County Administrator Report
12. Countywide Cell Phone Provider Contract
13. Next Month's Agenda Items

**ADMINISTRATION & PERSONNEL MEETING  
February 14, 2019 Agenda**

14. Adjournment

Pete Peterson, Committee Chair  
Date notices mailed: February 14, 2019

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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## SECOND AMENDED NOTICE OF MEETING

COMMITTEE: **ADMINISTRATION & PERSONNEL COMMITTEE**

TIME: 9:00 a.m.  
PLACE: Monroe County Justice Center  
Monroe County Board Assembly Room  
\*Please use the South Side/Oak Street Entrance\*  
112 S. Court Street  
Sparta, WI 54656

DATE: **Tuesday, February 19, 2019**

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  - b. Personnel Policy Manual Changes – Discussion/Action
  - c. Early Retiree Insurance – Eligibility To Remain in the Health Insurance Group – Discussion Only
  - d. CNA Education – Discussion
  - e. Treasurer Position Vacancy - Discussion
9. County Administrator Report
10. Countywide Cell Phone Provider Contract
11. Next Month's Agenda Items
12. Adjournment

Pete Peterson, Committee Chair

Date notices mailed: February 12, 2019

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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## AMENDED NOTICE OF MEETING

COMMITTEE: **ADMINISTRATION & PERSONNEL COMMITTEE**

TIME: 9:00 a.m.  
PLACE: Monroe County Justice Center  
Monroe County Board Assembly Room  
\*Please use the South Side/Oak Street Entrance\*  
112 S. Court Street  
Sparta, WI 54656  
DATE: **Tuesday, February 12, 2019**

### SUBJECT MATTER TO BE CONSIDERED

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  - c. Early Retiree Insurance – Eligibility To Remain in the Health Insurance Group – Discussion Only
  - d. CNA Education – Discussion
  - e. Treasurer Position Vacancy - Discussion
9. County Administrator Report
10. Countywide Cell Phone Provider Contract
11. Next Month's Agenda Items
12. Adjournment

Pete Peterson, Committee Chair  
Date notices mailed: February 8, 2019

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## NOTICE OF MEETING

### COMMITTEE: ADMINISTRATION & PERSONNEL COMMITTEE

TIME: 9:00 a.m.  
PLACE: Monroe County Justice Center  
Monroe County Board Assembly Room  
\*Please use the South Side/Oak Street Entrance\*  
112 S. Court Street  
Sparta, WI 54656  
DATE: **Tuesday, February 12, 2019**

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  - d. CNA Education – Discussion
  - e. Treasurer Position Vacancy - Discussion
8. County Administrator Report
9. Countywide Cell Phone Provider Contract
10. Next Month's Agenda Items
11. Adjournment

Pete Peterson, Committee Chair

Date notices mailed: February 6, 2019

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  
January 8, 2019

Present: Pete Peterson, Mark Halverson, Sharon Folcey, Cedric Schnitzler, Mary Von Ruden  
Others: Jim Bialecki, Ed Smudde, Tina Osterberg, Hannah Olsen, John Mehtala, Lisa Hanson, Todd Fahning, Mark Sund, Andrew Kaftan, Steve Peterson

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

- Vince Netherland, Executive Director of the Polk County Economic Development Corporation was present via telephone to provide insight regarding an Economic Development Corporation and answered questions.

The Economic Development Corporation would be non-profit and made up of board members. Suggested members would be namely private businesses, one board of supervisor member and some municipal representatives in order to create a diverse group.

The budget would consist of county, municipal and private business funds. The director of the corporation would reach out to the county, municipalities and businesses to find out areas of need for projects within the county. Some examples of projects would include broadband, comprehensive housing studies and marketing campaigns to increase workforce. The goal is to partner together to work on common goals.

Jim Bialecki asked that a sub-committee be formed to look into forming a corporation. This committee would consist of a county board member, Monroe County Economic Development Coordinator, Monroe County Administrator and City Representatives

- Next Month's Meeting Date/Time – The next meeting is Tuesday, February 12, 2019 at 9:00 a.m. in the Monroe County Board Assembly Room. It was suggested to send a friendly reminder to county board members regarding re-scheduling meetings and the committee conflicts that it may cause.
- Minutes Approval – Motion by Mary Von Ruden second by Mark Halverson to approve the 12/06 & 12/11/18 minutes. Carried 5-0.
- Steve Peterson provided the monthly Economic Development Coordinator Report
- Notice of County Clerk Budget Adjustment - Motion by Cedric Schnitzler second by Mary Von Ruden to approve budget adjustment. Shelley Bohl explained the 2018 budget adjustment in the amount of \$13,590.00 for election overages. Discussion. Carried 5-0.
- John Mehtala provided the monthly Information Systems Report. Lisa Hanson explained cost savings associated with going with one cell phone provider. The committee recommended to bring a contract to next month's meeting.
- Ed Smudde provided the monthly Personnel Director's Report.
- Personnel Policy Update – Ed Smudde provided members with suggested policy updates. Updates included changing standing committee titles from the Personnel/Bargaining Committee to the Administration/Personnel Committee and from the Administrative/Executive Committee to the Administration/Personnel Committee. Also, new hires would have access to sick leave and vacation accruals upon date of hire. Discussion. Motion by Mark Halverson second by Cedric Schnitzler to approve policy changes. Carried 5-0.
- Jim Bialecki provided the Monthly Administrators Report.
- Modifications of County Board Rules Review – No Discussion.
- Items for next month's agenda – Countywide Cell Phone Provider Contract, IT Website Demo, Economic Development Coordinator Report, CNA Education, Treasurer Position Vacancy

- Motion by Mary Von Ruden second by Sharon Folcey to move into closed session. Peterson, Folcey, Halverson, Schnitzler and Von Ruden all voting yes.
- Closed Session per WI Statutes 19.85(1)(c), Considering Employment, Promotion, Compensation or Performance Evaluation Data of any Public Employee over which the Governmental Body has Jurisdiction or Exercises Responsibility –To discuss the details of the County Administrator's contract.
- Motion by Cedric Schnitzler second by Mary Von Ruden to return to open session. Peterson, Folcey, Halverson, Schnitzler and Von Ruden all voting yes.
- Chair Pete Peterson announced that an Administrator Contract has been approved with Tina Osterberg and will be forwarded to the full board for approval.
- Chair Pete Peterson adjourned the meeting at 11:22 a.m.

Ed Smudde, Personnel Director  
Recorder

## REQUEST FOR LINE ITEM TRANSFER

Office Use Only

Department: Personnel  
 Budget Year Amended: 2018

No. _____
Date: _____

**From Account**

Account #	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
11431000-515700	Education & Training	\$ 7,496.00	\$ 12.00	\$ 5,355.00	\$ 7,484.00
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
<b>Total Transfer</b>			<b>\$ 12.00</b>		

**To Account**

Account #	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
11430000-511000	Salaries	\$ 138,666.00	\$ 12.00	\$ 138,681.29	\$ 138,678.00
					\$ -
					\$ -
					\$ -
<b>Total Transfer</b>			<b>\$ 12.00</b>		

**Explanation for Transfer:**

Due to large payout for retirement of previous Personnel Director our rollup code containing Salaries went over by \$12.00  
 Our Training line item had left over funds due to post-poning our training from year end into Spring 2019.

**Department Head Approval** \_\_\_\_\_

**Governing Committee Approval** \_\_\_\_\_

**If < \$500:**

Send to County Administrator's Office

**COUNTY ADMINISTRATOR Approval:** \_\_\_\_\_

**If > \$500:**

Send to County Clerk's Office

**FINANCE COMMITTEE Approval given on :** \_\_\_\_\_

Date

Revised 02/20/2014



# MONROE COUNTY

## Notice of Budgetary Adjustment

Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: January 29, 2019  
 Department: Information Systems  
 Amount: \$18,022.10  
 Budget Year Amended: 2019

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

This budget adjustment is to carry over the remaining MyEvolv funds from 2018 to 2019 for the completion of the Human Service financial software implementation project. In 2017 & 2018 \$185,919.90 of the original \$243,942 in MyEvolv implementation funds were invoiced. An additional \$40,000 was repurposed to cover a portion of the 2019 Axon in squad car project in October.

**Revenue Budget Lines Amended:**

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
71475000	493000		I.S. Fund Balance Applied	\$ 158,355.00	\$ 18,022.10	\$ 176,377.10
						\$
						\$
						\$
Total Adjustment					\$ 18,022.10	

**Expenditure Budget Lines Amended:**

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
71475000	521415	19790	Computer Ops-Human Serv	\$ 29,751.00	\$ 18,022.10	\$ 47,773.10
						\$
						\$
						\$
						\$
Total Adjustment					\$ 18,022.10	

Department Head Approval: \_\_\_\_\_

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 55 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 I notice of budget amendment: \_\_\_\_\_

# MONROE COUNTY

## Notice of Budgetary Adjustment

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

Date: February 4, 2019  
 Department: Information Systems  
 Amount: \$8,150.00  
 Budget Year Amended: 2019

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

This budget adjustment is to roll forward unused 2018 Information Systems conference/seminar funds from 2018 to 2019. With the extensive amount of work in the courthouse and other areas of the county in 2018 staff was not able to take time for training.

**Revenue Budget Lines Amended:**

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
71470000	493000		Info Syst-Fund Balance Appld	\$	\$ 8,150.00	\$ 8,150.00
						\$
						\$
						\$
Total Adjustment					\$ 8,150.00	

**Expenditure Budget Lines Amended:**

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
71470000	533010		Info System-Conf/Seminars	\$ 8,150.00	\$ 8,150.00	\$ 16,300.00
						\$
						\$
						\$
						\$
Total Adjustment					\$ 8,150.00	

Department Head Approval: \_\_\_\_\_

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: