



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

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, April 9, 2019**

SUBJECT MATTER TO BE CONSIDERED

1. Call to order/Roll call
2. Next Month's Meeting Date/Time
3. Minutes approval – March 12, 2019
4. Economic Development Coordinator Report
5. Monroe County Administrator, Elan Credit Card System Access – Discussion/Action
6. Information Systems
 - a. Director Report
 - b. Notice of Budgetary Adjustment – Discussion/Action
7. Personnel
 - a. Director Report
 - b. Personnel Policy Update – Discussion/Action
8. County Administrator Report
9. Next Month's Agenda Items
10. CLOSED SESSION per WI Statutes 19.85(1)(C), considering employment promotion compensations or performance evaluation data of any public employee which the governmental body has jurisdiction or exercises responsibility – to complete County Administrator's Performance Evaluation – Discussion/Action
11. Adjournment

Pete Peterson, Committee Chair

Date notices mailed: April 2, 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
March 12, 2019

Present: Pete Peterson, Sharon Folcey, Cedric Schnitzler, Mary Von Ruden

Absent: Mark Halverson

Others: Jim Bialecki, Tina Osterberg, Ed Smudde, Hannah Olsen, John Mehtala, Wes Revels, Andrew Kaftan, Deb Brandt, Pamela Pipkin, Jeremiah Erickson, John Mehtala, 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, April 9, 2019 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 02/19/19 minutes. Carried 4-0.
- Monthly Economic Development Coordinator Report – No Report.
- Request for Line Item Transfer –
 - a. Register of Deeds – Deb Brandt presented the 2019 line item transfer in the amount of \$10,800.00 to transfer funds from Computer Operations to the new Laredo Usage Fee Account. Discussion. Motion by Sharon Folcey second by Cedric Schnitzler to approve line item transfer. Carried 4-0.
- Pam Pipkin provided the Child Support Director Report.
- Pam Pipkin provided the Child Support Legislative Report. The impact of the proposed 2019-2021 state budget was provided to members.
- Garry Spohn provided the Maintenance Department Report
- Request for Line Item Transfer -
 - b. Land Records – Jeremiah Erickson presented the 2018 line item transfer in the amount of \$103.00 for salaries. Motion by Cedric Schnitzler second by Sharon Folcey to approve line item transfer. Carried 4-0.
- GIS Server Replacement RFP Approval – Jeremiah Erickson explained need for a new GIS server. The draft RFP was provided to members. Discussion. Motion by Cedric Schnitzler second by Sharon Folcey to approve sending out the Request for Proposal. Carried 4-0.
- John Mehtala provided the monthly Information Systems Report.
- John Mehtala provided a website demo. Discussion. A core group will be set for website review.
- Ed Smudde provided the monthly Personnel Director's Report. Ed explained that last month members reviewed the Employee engagement survey. The survey has been brought to department heads of whom recommend that the presentation also be shared with the full county board. It was a consensus of members to send the presentation to the board.
- Personnel, Voluntary Benefits Adjustment – Ed Smudde explained that he received three proposals for voluntary benefits, Aflac, Combined Solutions and the Insurance Center/Allstate. Discussion. Motion by Sharon Folcey second by Cedric Schnitzler to approve using the vendor, Insurance Center/Allstate. Carried 4-0.
- County Clerk Budget Adjustment – Shelley Bohl presented the 2018 budget adjustment in the amount of \$360.00 for revenues smaller than anticipated. Motion by Sharon Folcey second by Mary Von Ruden to approve budget adjustment. Carried 4-0.
- Jim Bialecki provided the Monthly Administrators Report.

- Items for next month's agenda – Closed session to complete County Administrator's Evaluation.
- Motion by Mary Von Ruden second by Sharon Folcey to go into closed session. Pete Peterson, Sharon Folcey, Cedric Schnitzler and Mary Von Ruden all voted yes.
- CLOSED SESSION per WI Statutes 19.85(1)(C), considering employment promotion compensations or performance evaluation data of any public employee which the governmental body has jurisdiction or exercises responsibility - Conduct Interviews for the Monroe County Treasurer – Discussion/Action
- CLOSED SESSION per WI Statutes 19.85(1)(C), considering employment promotion compensations or performance evaluation data of any public employee which the governmental body has jurisdiction or exercises responsibility – to complete County Administrator's Performance Evaluation – Discussion/Action
- Motion by Cedric Schnitzler second by Sharon Folcey to return to open session. Pete Peterson, Sharon Folcey, Cedric Schnitzler and Mary Von Ruden all voted yes.
- The Administrative/Personnel Committee will be forwarding Monroe County Treasurer Appointment recommendation, Debra Carney to the full board for approval.
- Motion by Mary Von Ruden second by Sharon Folcey to adjourn meeting at 11:27 a.m. Carried 4-0.

Shelley Bohl, Monroe County Clerk
Recorder

MONROE COUNTY

Notice of Budgetary Adjustment

Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: March 29, 2019
 Department: Information Systems
 Amount: \$20,023.48
 Budget Year Amended: 2018/2019

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

This budget adjustmen is to reduce the 2018 Information Systems budget and increase the 2019 budget to account for the portion of the new phone implementation that was finished in 2019.

Revenue Budget Lines Amended:

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
71475000	493000		Info. Systems-Fd Bal Appld	\$ 176,377.10	\$ 20,023.48	\$ 196,400.58
						\$ -
						\$ -
						\$ -
Total Adjustment					\$ 20,023.48	

Expenditure Budget Lines Amended:

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
71475000	521415	19914	Computer Ops-Info Systems	\$ 389,857.00	\$ 20,023.48	\$ 409,880.48
						\$ -
						\$ -
						\$ -
						\$ -
Total Adjustment					\$ 20,023.48	

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: _____