



MONROE COUNTY BOARD OF SUPERVISORS

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NOTICE OF MEETING

COMMITTEE: **ADMINISTRATIVE/EXECUTIVE**
TIME: 9:00 a.m.
PLACE: Rolling Hills Activity Room
14345 County Hwy B
Sparta, WI 54656
DATE: **Tuesday, September 8, 2015**

SUBJECT MATTER TO BE CONSIDERED

1. Call to order/Roll call
2. Minutes approval – August 11, 2015 (enclosure)
3. Budget Proposals
 - a. Information Systems
 - b. Child Support
4. Child Support Director Credit Card Increase – Discussion/Action
5. County Administrator
 - a. Monthly Report
 - b. Conferences/Training Requests – Discussion/Action
6. 2016 County Board Reduction Ordinance - Discussion/Action
7. County Office Hours Discussion
8. Resolution Authorizing Increase in Per Diem Payments for Monroe County Board Supervisors – Discussion/Action
9. County Board Strategic Planning/Education – Discussion/Action
10. County Board Supervisor, Pre-Election Packet Discussion
11. Monthly Expenditure Review
12. Next Month's Meeting Date/Time
13. Next Month's Agenda Items
14. Closed Session Per WI Statutes 19.85(1)(c) to Conduct County Administrator Annual Evaluation and Contract
15. Adjournment

Sharon Folcey, Committee Chair
Date notices mailed: 09/02/15

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.

Administrative/Executive Committee
August 11, 2015

Present: Sharon Folcey, James Kuhn, Bruce Humphrey, Pete Peterson; Paul Steele joined the meeting at 9:11 a.m.

Others: Catherine Schmit, Deb Brandt, Gary Dechant, Margaret Garvin, Andrew Kaftan, Jeremiah Erickson, Ken Kittleson, Chad Ziegler, Cedric Schnitzler, Carol Las, Member of the public.

The meeting was called to order in the Rolling Hills Activity Room at 9:00 a.m.

- Minutes Approval – Motion by Bruce Humphrey second by Pete Peterson to approve the 07/14/15 minutes. Carried 4-0.
- Budget Proposals –
 - a. Information Systems – Catherine Schmit announced that this budget will be proposed next month.
 - b. Register of Deeds – Deb Brandt explained her 2016 budget and answered questions.

Paul Steele entered the meeting at 9:11 a.m.

- c. Surveyor – Gary Dechant explained his 2016 budget and answered questions.
- d. Land Information – Jeremiah Erickson explained his 2016 budget and answered questions.
- e. Veteran's Service – Margaret Garvin explained her 2016 budget and answered questions.
- f. County Clerk/Elections – Shelley Bohl explained her 2016 budget and answered questions.
- g. Administrator – Catherine Schmit explained her 2016 budget and answered questions.
- * Corporation Counsel – Andrew Kaftan explained his 2016 budget and answered questions.

One member questioned why some department proposals didn't contain salaries/fringes. Catherine Schmit noted that each department had a different security level in the system and that 2016 salaries/fringes have not been calculated into the system. Rates are currently in the system as 2015.

- Catherine Schmit provided the monthly County Administrator Report.
- Administrator Conferences/Training Requests – Catherine Schmit requested attendance at the Annual WCA Conference. Motion by Bruce Humphrey second by Pete Peterson to approve attending the WCA Conference. Carried 5-0.
- County Administrator Rating Process and Contract Review Discussion
 - Rating Process – Sharon Folcey explained that an Administrator Rating Review Form was presented to each Supervisor at last month's County Board meeting. Only 3 have been returned to the County Clerk to be forwarded to today's meeting. The Administrator's evaluation will be in closed session later in the agenda.
 - Contract Review – Sharon Folcey explained that the Administrator Contract Feedback form was presented to each Supervisor. 8 forms were returned to the County Clerk. Andrew Kaftan provided a feedback summary to all members. Comments, concerns, and whether or not some items were viable due to county policy were discussed. Sharon Folcey explained that the contract would be discussed later in the agenda under the closed session.
- 2016 County Board Reduction – Andrew Kaftan provided a draft county structure for 11 standing committee's to all members. Members reviewed the make-up. The components of the Human Services, Health and Commission on Aging were discussed. Due to the statutes, 6 supervisors and 3 citizen members may restrict the flexibility of future committee assignments. Discussion. It was a consensus of the committee to change the makeup of the Human Services, Health & Senior Services committee to 5 supervisors and 4 citizen members. An ordinance will be drafted and forwarded to the committee for approval. It was also recommended that Andy look into County Board Rule #15 as to clarification of appointments, Chair vs Administrator appointments.

- County Office Hours – James Kuhn briefly explained that this item was placed on the agenda for discussion on current procedures/policies. This item will be revisited next month.
- The monthly expenditure report was provided to members via iPad's and reviewed.
- Next meeting date – September 8, 2015 at 9:00 a.m. in the Rolling Hills Activity Room.
- Items for next month's agenda – Information Systems & Child Support Budget Proposals, County Office Hours, County Board Standing Committee Ordinance
- Motion by Bruce Humphrey second by James Kuhn to go into closed session per WI Statute 19.85(1)(c) to conduct County Administrator Annual Evaluation and Contract. A roll call vote was taken with Folcey, Kuhn, Humphrey, Peterson and Steele all voting yes.
- Closed session per WI Statute 19.85(1)(c) to conduct County Administrator Annual Evaluation and Contract.
- Motion by Bruce Humphrey second by Pete Peterson to return from closed session and adjourn meeting at 11:56 a.m. A roll call vote was taken with Folcey, Kuhn, Humphrey, Peterson and Steele all voting yes.

Shelley Bohl, County Clerk
Recorder

Request for Credit Card Approval

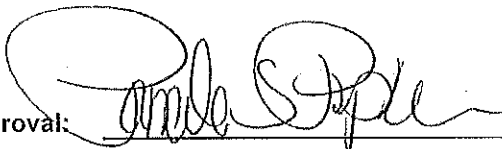
Department: Child Support

Committee: Administrative

Name of Card Holder	Title of Position	Credit Card Limit
Pamela Pipkin	Child Support Director	\$ 1,000.00

Justification for Credit Card(s):

<p>I currently have a \$500.00 limit on my credit card. With the increase in the State rate for rooms to \$82.00 per night there may be times when that is not enough. For example if two people attend fall conference for three nights it is \$492.00. I also use the credit card for postage so the two things could easily put me over the limit for the month. Asking that the limit be increased to \$1000.00.</p>

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 NO. _____

RESOLUTION AUTHORIZING INCREASE IN PER DIEM PAYMENTS
FOR MONROE COUNTY BOARD SUPERVISORS

WHEREAS, the Monroe County Administrative/Executive Committee, at its meeting on September 8, 2015, did review the current per diems rates paid to the members of the Monroe County Board of Supervisors which were last adjusted in 1997, and

WHEREAS, effective April 2016 the County Board membership shall be reduced from 24 to 16 members, and

WHEREAS, the smaller county board size may increase the workload of those serving on the County Board, and

WHEREAS, total costs related to per diems shall be proportionately reduced due to the reduced membership of the County Board allowing for an increase in the per diem with no negative impact to the county levy, and

WHEREAS, it was determined by the Monroe County Administrative/Executive Committee that it would be appropriate to recommend an increase in per diems paid to Monroe County Board Supervisors; said increase to be from \$40 to \$50 for Monroe County Committee meetings and from \$50 to \$75 for Monroe County Board meetings and said increases to be effective following the April 2016 elections.

NOW THEREFORE BE IT RESOLVED, by the Monroe County Board of Supervisors that, pursuant to Monroe County Ordinance Section 2.50, per diems for Monroe County Board Supervisors are to be paid at the rate of \$50 for Monroe County Committee meetings and \$75 for Monroe County Board meetings effective April 19, 2016, the date of the Organizational Meeting.

Offered by the Administrative/Executive Committee on September 23, 2015.

Vote: ____ yes ____ no

Purpose: To amend Monroe County Board per diem rates as of April 19, 2016.

Fiscal Note: The above recommended increases will increase the per diem to Monroe County Board Supervisors for Monroe County committee meetings by \$10 and for Monroe County Board meetings by \$25. Due to the downsizing of the county board membership there will be no increased levy costs related to this per diem payment increase.

Drafted by County Administrator, Catherine Schmit

Approved as to form: Corporation Counsel, Andrew Kaftan _____