



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, December 8, 2015**

SUBJECT MATTER TO BE CONSIDERED

1. Call to order/Roll call
2. Minutes approval – November 10, 2015 (enclosure)
3. Register of Deeds Line Item Transfer – Discussion/Action
4. Child Support Budget Adjustment – Discussion/Action
5. Ordinance Provisions following Committee Structure Change – Discussion/Action
6. Strategic Planning Update
7. County Administrator
 - a. Monthly Report
 - b. Conferences/Training Requests – Discussion/Action
8. Monthly Expenditure Review
9. Next Month's Meeting Date/Time
10. Next Month's Agenda Items
11. Adjournment

Sharon Folcey, Committee Chair
Date notices mailed: 12/01/2015

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
November 10, 2015

Present: Sharon Folcey, James Kuhn, Bruce Humphrey, Pete Peterson, Paul Steele
Others: Catherine Schmit, Pamela Pipkin, Andrew Kaftan, Lisa Aldinger Hamblin

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

- Minutes Approval – Motion by Pete Peterson second by Bruce Humphrey to approve the 10/13/15 minutes. Carried 5-0.
- Pamela Pipkin provided an update on child support arrears. Discussion.
- Resolution Amending the County Code to Incorporate Changes to County Committees and Boards due to Reduction of the Monroe County Board Size – Sharon Folcey explained that a draft resolution was provided to all members at the October board meeting. No feedback was received. Motion by Bruce Humphrey second by James Kuhn to approve resolution and forward to the board for approval. Carried 5-0.
- County Board Strategic Planning Update – Catherine Schmit explained that venues are being looked at. The target date would be shortly after the election of the new Supervisors. Discussion.
- County Board's Monthly Public Comment Period – Bruce Humphrey explained that under the public meeting law, it is not required to have the public comment period on the agenda. There also is no mention in the county board rules. Pro's & Con's were discussed. The public comment period will remain on the agenda.
- Catherine Schmit provided the monthly County Administrator Report.
- County Administrator, Administrative Assistant Credit Card Request in the amount of \$1,000.00. Discussion. Motion by Bruce Humphrey second by Pete Peterson to approve credit card. Carried 5-0.
- Administrator Conferences/Training Requests – None.
- The monthly expenditure report was provided to members via iPad's.
- Next meeting date – December 8, 2015 at 9:00 a.m. in the Rolling Hills Activity Room.
- Items for next month's agenda – Ordinance Provisions following Committee Structure Change, Strategic Planning Update.
- Motion by Pete Peterson second by Bruce Humphrey to go into closed session per WI Statute 19.85(1)(c) to consider the contract and compensation of the County Administrator. A roll call vote was taken with Folcey, Kuhn, Humphrey and Peterson voting yes; Steele voting no.
- Closed session per WI Statute 19.85(1)(c) to consider the contract and compensation of the County Administrator.
- Motion by Bruce Humphrey second by James Kuhn to return to open session and adjourn at 10:43 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 LINE ITEM TRANSFER

Office Use Only

Department: Register of Deeds
 Budget Year Amended: 2015

| |
|-------------|
| No. _____ |
| Date: _____ |

From Account

| Account # | Account Name | Current Budget | Transfer Amount | YTD Expenditures | New Budget |
|-----------------------|-----------------|----------------|------------------|------------------|-------------|
| 11710000 531000 | Office Supplies | \$ 3,800.00 | \$ 189.00 | \$ 1,203.10 | \$ 3,611.00 |
| | | | | | \$ - |
| | | | | | \$ - |
| | | | | | \$ - |
| | | | | | \$ - |
| | | | | | \$ - |
| | | | | | \$ - |
| Total Transfer | | | \$ 189.00 | | |

To Account

| Account # | Account Name | Current Budget | Transfer Amount | YTD Expenditures | New Budget |
|-----------------------|----------------------|----------------|------------------|------------------|------------|
| 11710000 533010 | Conferences/Seminars | \$ 810.00 | \$ 189.00 | \$ 999.00 | \$ 999.00 |
| | | | | | \$ - |
| | | | | | \$ - |
| | | | | | \$ - |
| | | | | | \$ - |
| | | | | | \$ - |
| Total Transfer | | | \$ 189.00 | | |

Explanation for Transfer:
 A line item adjustment is requested to cover educational class expense incurred at my Wisconsin Register of Deeds fall conference.

Department Head Approval Deb Brunet
 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: November 24, 2015
 Department: Child Support
 Amount: \$14,300.00
 Budget Year Amended: 2015

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


One of my employees ended up taking family health and dental insurance for 2015 after budget was done. We did not include in the prior budget adjustment for all of the departments as we believed I would have enough revenue to cover this. Tina and I have now looked over my revenues and believe that I will be able to cover the cost.

Revenue Budget Lines Amended:

| Account # | Account Name | Current Budget | Budget Adjustment | Final Budget |
|------------------|--------------|----------------|-------------------|---------------|
| 21330000 435600 | state aid | \$ 458,349.00 | \$ 14,300.00 | \$ 472,649.00 |
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| Total Adjustment | | | \$ 14,300.00 | |

Expenditure Budget Lines Amended:

| Account # | Account Name | Current Budget | Budget Adjustment | Final Budget |
|-----------------------|----------------------------|----------------|-------------------|--------------|
| 21330000 515020 CS110 | health insurance-dedicated | \$ 19,060.00 | \$ 13,500.00 | \$ 32,560.00 |
| 21330000 515025 CS110 | dental insurance-dedicated | \$ 1,030.00 | \$ 800.00 | \$ 1,830.00 |
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| Total Adjustment | | | \$ 14,300.00 | |

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 WVI 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: _____