



MONROE COUNTY BOARD OF SUPERVISORS

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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 Historic Courthouse front Entrance)*
112 S Court Street
Sparta, WI 54656
DATE: **Tuesday, June 13, 2017**

SUBJECT MATTER TO BE CONSIDERED

1. Call to order/Roll call
2. Next Month's Meeting Date/Time
3. Minutes approval – May 9, 2017
4. Personnel Director Report
5. Aging the Compensation Plan - Discussion/Action
6. Western WI County Consortium/Health Benefit Discussion
7. Safety & Health Program Discussion
8. Monthly Expenditure Review
9. Next Month's Agenda Items
10. Adjournment

Wallace Habegger, Committee Chair
Date notices mailed: 06/06/2017

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 9, 2017

Present: Sharon Folcey, Mary Von Ruden, Carol Las, Pete Peterson arrived at 10:08 a.m.

Absent: Wallace Habegger

Others: Jim Bialecki, Ken Kittleson, Charles Weaver, Pamela Pipkin, Ron Hamilton, Andrew Kaftan, Linda Anderson

The meeting was called to order in the Rolling Hills Activity Room at 9:00 a.m. by Vice-Chair Sharon Folcey.

- Next Month's Meeting Date/Time – The next meeting is June 13, 2017 at 9:00 a.m. in the Monroe County Board Assembly Room in the New Justice Center.
- Minutes Approval – Motion by Mary Von Ruden second by Sharon Folcey to approve the 04/11/17 minutes. Carried 3-0.
- Pamela Pipkin provided the Child Support Director's Report.
- Veteran's Service Budget Adjustment – Charles Weaver explained the 2017 line item transfer in the amount of -(\$475.00) for Veteran Service Donation Expenditure. Motion by Carol Las second by Mary Von Ruden to approve line item transfer. Carried 3-0.
- Veteran's Service New Position Request – Charles Weaver explained the need for a Receptionist/Clerk I Position. Discussion. Motion by Carol Las second by Mary Von Ruden to approve Veteran's Service Receptionist/Clerk I position and to increase the annual position cost & benefits as recommended by the Personnel Director. Carried 3-0.
- Human Services two New Position Requests – Ron Hamilton explained the need for two Economic Support Specialists. Discussion. Motion by Mary Von Ruden second by Carol Las to approve two Economic Support Specialist Positions. Carried 3-0.
- Ken Kittleson provided the Monthly Personnel Director's Report.
- Aging the Compensation Plan – Ken Kittleson explained the new compensation plan was put into place in 2013. Ken provided the consumer price index calculation to members and suggested that the wage grid should be adjusted by .67% effective July 1, 2017. Discussion. This item will be revisited next month for discussion/action.

Pete Peterson joined the meeting at 10:08 a.m.

- Jim Bialecki provided the County Administrator Monthly Report.
- Strategic Planning – Jim Bialecki checked with surrounding counties. Of those counties, none had adopted a strategic plan. Strategic planning is difficult due to board, opinion and political market changes. Discussion. Jim explained that department heads will be tasked with coming up with a five year capital improvements plan.
- EO Johnson Print Management Contract – Jim Bialecki explained that Finance discussed the matter. The county will be going out for bids in the fall. Discussion.
- The monthly expenditure report was provided to members via iPad's.
- Items for next month's agenda – Pay for Performance System (July), Aging the Compensation Plan Discussion/Action, Western WI County Consortium-Health Benefits
- Motion by Pete Peterson second by Mary Von Ruden to adjourn at 10:52 a.m. Carried 4-0.

Shelley Bohl, County Clerk
Recorder