



MONROE COUNTY BOARD OF SUPERVISORS

202 SOUTH K STREET, RM 1

SPARTA, WISCONSIN 54656

PHONE 608-269-8705

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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, November 14, 2017**

SUBJECT MATTER TO BE CONSIDERED

1. Call to order/Roll call
2. Next Month's Meeting Date/Time
3. Minutes approval – October 10, 2017 and October 23, 2017
4. Child Support Report
5. Land Records
 - a. Land Records Modernization Plan Amendment
 - b. Grant Application Announcement
 - c. Land Records Budget Adjustment – Discussion/Action
6. Information Systems
 - a. County Phone System Update
 - b. Metro Ethernet – Discussion/Action
7. Personnel
 - a. Director Report
 - b. New Position Request/Health Department Community Health Educator – Discussion/Action
8. County Clerk
 - a. Line Item Transfer – Discussion/Action
 - b. Budget Adjustment – Discussion/Action
9. County Benevolent Fund, 2018 Budget/Policy – Discussion/Action
10. County Administrator Report
11. Prepayment Policy
12. Monthly Expenditure Review
13. Next Month's Agenda Items
14. Adjournment

Wallace Habegger, Committee Chair

Date notices mailed: 11/09/2017

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
October 10, 2017

Present: Wallace Habegger, Mary Von Ruden, Pete Peterson

Absent: Carol Las, Sharon Folcey

Others: Jim Bialecki, Gary Dechant, John Mehtala, Ken Kittleson, Ed Smudde, Andrew Kaftan

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

- Next Month's Meeting Date/Time – The next meeting is November 14, 2017 at 9:00 a.m. in the Monroe County Board Assembly Room in the Justice Center.
- Minutes Approval – Motion by Mary Von Ruden second by Pete Peterson to approve the 09/12/17 minutes. Carried 3-0.
- Surveyor Shortage – Gary Dechant explained that there may be a shortage of surveyors in the future. Waiting periods will continue to get longer. Costs may go up. Gary explained that in the future the county may have to update our ordinance. Discussion.
- County Phone System Update – John Mehtala explained that four vendors are providing demonstrations to departments. A recommendation will be brought forth next month.
- Metro Ethernet – John Mehtala explained that metro ethernet is a fiber that ties complexes to make one network. Upon completion of Justice Center it was his goal to place all buildings on metro Ethernet. Currently the county contracts with Centurylink for services. Discussion. Motion by Pete Peterson second by Mary Von Ruden to place metro ethernet out for bids. Carried 3-0.
- Ken Kittleson provided the Monthly Personnel Director's Report.
- Health/Dental Benefit Insurance – Ken Kittleson explained that dental insurance is currently being negotiated. Ken provided a health insurance status update to members.
- Grant Writer Position - Pete Peterson explained his thoughts on the benefits of grant writer position. He feels this position would make money for the county. He also noted that it was mentioned in the audit report to have this position. Discussion. It was the opinion of another member that departments are the ones that are aware of the grants and what is entailed.
- County Benevolent Fund, 2018 Budget/Policy – Ken Kittleson provided members with a draft benevolent fund policy. Discussion. This item will be revisited.
- Jim Bialecki provided the Monthly Administrators Report.
- The monthly expenditure report was provided to members via iPad's.
- Items for next month's agenda – Phone System Update, Metro Ethernet Update, Benevolent Fund, Health & Dental Insurance.
- Motion by Mary Von Ruden second by Pete Peterson to adjourn at 10:16 a.m. Carried 3-0.

Shelley Bohl, County Clerk
Recorder

Administration & Personnel Committee
October 23, 2017

Present: Wallace Habhegger, Mary Von Ruden, Pete Peterson, Cedric Schnitzler; Sharon Folcey absent
Others: Jim Bialecki, Ken Kittleson, Ed Smudde, Pam Pipkin, Deb Brandt, Mark Halverson, Scott Perkins,
Douglas Path

The meeting was called to order in the Monroe County Board Assembly Room at 8:30 a.m. by Chair Wallace Habhegger.

- Health/Dental Benefit Insurance Renewal

Dental - Ken Kittleson explained the dental insurance quotes. Discussion. Motion by Pete Peterson second by Mary Von Ruden to accept Delta Dental at a 5% rate reduction effective December 1, 2017 through December 31, 2019. Carried 4-0.

Health – Ken explained health insurance quotes and recommended the Quartz Quote, Gundersen Lutheran. Deductibles would be increased to \$3,000 single and family \$6,000. Employees would pay 1/3 of the deductible and the remainder to be paid through the HRA. There would be a 9% cap for 2019. Discussion. Motion by Cedric Schnitzler second by Pete Peterson to accept Quartz option HMO 1-4 and request that Ken Kittleson present a \$1,000 single / \$2,000 family deductible to employee's; the HRA is paying the remaining amount. Discussion. Carried 4-0.

- Motion by Pete Peterson second by Cedric Schnitzler to adjourn at 9:11 a.m. Carried 4-0.

Shelley Bohl, County Clerk
Recorder

CHILD SUPPORT PERFORMANCE

PERFORMANCE FISCAL YEAR (10/1 to 9/30)

YEAR	monroe cases	state wide cases	monroe PATERNITY %	statewide paternity %	monroe court order %	statewide court order %	monroe current support %	statewide current support %	monroe ARREARS %	statewide arrears %	monroe TOTAL IVD COLLECTED	monroe TOTAL IVD AND NIVD COLLECTED
top \$			80		80		80		80			
2007	2509		113.4		82.82		75.35		70.82		\$ 5,893,541.76	\$ 7,362,505.49
2008	2442		116.03		90.58		76.06		72.64		\$ 6,074,705.31	\$ 7,670,602.57
2009	2545		115.73		91.47		75.65		76.73		\$ 5,964,501.61	\$ 7,569,503.64
2010	2660		115.41		91.62		76.72		77.38		\$ 6,022,849.08	\$ 7,545,728.69
2011	2699		110.83		92.7		77.21		80.53		\$ 6,142,333.85	\$ 7,481,879.01
2012	2831		113.86		91.49		78.05		79.28		\$ 6,392,831.98	
2013	2924	361177	110.2	104.64	90.8	87.35	77.92	72.5	77.29	65.15	\$ 6,293,255.60	\$ 7,711,934.83
2014	2966	365631	110.07	105.43	91.2	86.98	78.06	73.01	78.82	66.02	\$ 6,402,115.18	\$ 7,751,922.51
2015	2979	363152	113.22	104.89	91.21	87.14	78.5	74.15	79.76	67.63	\$ 6,517,891.10	\$ 7,593,032.14
2016	2992	361169	110.5	104.84	92.61	87.18	78.14	74.48	80.15	69.05	\$ 6,381,002.16	\$ 7,546,822.31
2017	2977	361406	107.58	100.52	92.91	87.03	77.92	74.63	80.3	69.04	\$ 6,213,240.79	\$ 7,504,971.00

This is based on fiscal year 10/1 to 9/30

MONROE COUNTY

Notice of Budgetary Adjustment

Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: November 1, 2017
 Department: Land Records
 Amount: \$14,250.00
 Budget Year Amended: 2018

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

I am working on my 2018 grant application and because we are on benchmark four, I need to work on Section Corner Coordinate Acquisition. I will increase the amount of money for coordinates under professional services by \$14,250 from \$14,000 to \$28,250. The total under this line will increase to \$28,250. We will cover the adjustment with an increase in Real Estate Trnsf Fees Modernization rev.

Revenue Budget Lines Amended:

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
11750000 412300	Real Estate Trnsf Fees Modern	\$ 24,930.00	\$ 14,250.00	\$ 39,180.00
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ 14,250.00	

Expenditure Budget Lines Amended:

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
1175000 521000	Professional Services	\$ 14,000.00	\$ 14,250.00	\$ 28,250.00
				\$ -
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ 14,250.00	

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: _____

RESOLUTION NO. _____

**RESOLUTION AUTHORIZING EIGHT ADDITIONAL HOURS PER WEEK FOR THE
COMMUNITY HEALTH EDUCATOR POSITION IN THE HEALTH DEPARTMENT**

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WHEREAS, the Monroe County Health & Human Services Board and Administrative & Personnel Committee request the addition of eight hours per week to the Community Health Educator (CHE) position offset by the reduction of eight hours per week of Public Health Nurse (PHN) approved hours in the Health Department effective December 1, 2017; and

WHEREAS, a full-time Public Health Nurse has resigned effective November 30, 2017, and a review of the Health Department strategic plan and best health practices indicates that eight hours of the PHN authorization is better utilized by increasing the 32-hour per week CHE to full-time status and filling the PHN at 32 hours per week at a savings of \$3,129 due to the salary grade differential between the PHN and CHE.

NOW, THEREFORE, BE IT RESOLVED by the Monroe County Board of Supervisors that they do hereby authorize the addition of eight hours per week for the Community Health Educator and a reduction of eight hours per week for Public Health Nurse in the Health Department effective December 1, 2017.

Dated this 21st day of November, 2017

Offered by the Administrative & Personnel Committee

Purpose: Approve an additional eight hours for the Community Health Educator and delete eight hours from the Public Health Nurse authorization effective December 1, 2017

Fiscal Note: Adding eight hours to the Community Health Educator and eliminating eight hours from Public Health Nurse will save \$3,129 on an annual basis.

Reviewed as to form on _____ Andy Kaftan, Corporation Counsel	Committee of Jurisdiction Forwarded on: _____ 20____ ___ Yes ___ No ___ Absent Committee Chair: _____ _____ _____
Finance Vote (If required): ___ Yes ___ No ___ Absent	
<input type="checkbox"/> ADOPTED <input type="checkbox"/> FAILED <input type="checkbox"/> AMENDED <input type="checkbox"/> OTHER _____ County Board Vote on: _____ 20____ ___ Yes ___ No ___ Absent	STATE OF WISCONSIN COUNTY OF MONROE I, SHELLEY R. BOHL, Monroe County Clerk, DO HEREBY CERTIFY that the foregoing is a true and correct copy of Resolution # _____ acted on by the County Board of Supervisors at the meeting held on _____ _____ SHELLEY R. BOHL, MONROE COUNTY CLERK (A raised seal certifies an official document)

NEW POSITION ANALYSIS

 New position
 X Increased part-time
 Additional existing position (attach job description, do not need to complete sections C, D, E, G & H)

A. Department: Health Department Date: October 17, 2017

Department Head: Sharon Nelson

B. Explain the necessity of the position (be specific as to reasons why this position is needed, include reasons why present staff cannot accomplish tasks):

Currently, a Public Health Nurse (PHN), Grade 8, has resigned as of November 30, 2017. This presents an opportunity to review Health Department programs, the Health Department strategic plan as well as look to the future of best practice of public health in Monroe County. Currently, the Community Health Educator (CHE), grade 12 position, is part time (32 hours/week), and the PHN, soon to be vacant position, is 40 hours/week. After review of in-house programs and responsibilities, it would benefit the department to reallocate 8 hours of nurse time to the part time CHE time. This would increase the CHE to 40 hours per week and decrease the PHN to 32 hours per week with a savings of \$3129.00.

Suggested Title: Community Health Educator Full Time x Part Time /hrs

Personnel Director's Recommended Classification: Grade 12

Projected Start Date: December 1, 2017

C. General Description of the Position: Please see attached job description

D. Typical Examples of Work to be Performed (in detail):

- The additional 8 hours of CHE time would expand on the attached Job Description "Essential Duties and Responsibilities" as well as additions listed:
 1. Investigate and expand the capacity to seek and write grants for health promotion and disease prevention initiatives and activities.
 2. Facilitate, implement and/or serve on inter-jurisdictional or multi-agency committees or coalitions involved in policy development related to community health assessment and planning.
 3. (Further) research county health data to enhance public health programs and educational materials that will support future grant applications.

Title: Health Department Community Health Educator
Department: Health Department (work site: 14031 Co Hwy B,
Community Services Center, Sparta

Title of Immediate Supervisor: Health Department Director/Health Officer

Basic Functions and Responsibilities

Under direction of the Director, The Community Health Educator (CHE) is responsible for gathering input and collaborating with community partners to inform the development and implementation of community-based public health policies and programs. Emphasis is on community mobilization, program planning and development, communication, cultural competency and policy development. Interaction with socio-economic and culturally diverse populations and community organizational partners is a key component of work activities. Work is performed independently and as part of an interdisciplinary team.

Essential Duties and Responsibilities

- Provide assessment and surveillance of public health to identify community needs to support activities focused at the individual, community and systems levels.
- Develop and maintain coalitions, task forces and/or collaborations with local health care providers and other sector agencies and/or individuals involved in similar programs and services.
- Prepare and conduct population-based educational programs.
- Assure the availability and accessibility of the department programs.
- Perform and/or assist a PHN or other staff in clinically-oriented duties.
- Facilitate workgroups to determine program goals, objectives, and outcomes.
- Record keeping for individually focused programs that assures proper documentation and tracking of information.
- Develop and provide information, education and outreach such as newsletters or press releases on various public health and/or grant programs.
- Market, develop, deliver and evaluate various programs and services.
- Program specific data collection, analysis, and reporting to assure that program goals are met or to identify gaps that need to be addressed.
- Involvement in monitoring budgets within each assigned program.
- Actively participate in quality improvement/performance management projects and may provide education to staff on QI processes and project results.
- Represent the Health Department on applicable coalitions and committees.
- Assume responsibility for professional development by participating in continuing education program/training.
- Participate in Health Department response during public health emergency.
- Complete other duties that may be assigned.

Physical Demands: A large percentage of time is spent sitting, standing, feeling, talking, hearing, using near vision, judgment. Walks, stoops, climbs, reaches, handles, keyboarding, uses far vision, lifts, carries, pushes/pulls up to 80 pounds intermittently. A lesser amount of time is spent traveling to and moving about the WIC sites.

Qualifications

1. Graduation from an accredited college or university with a Bachelor's Degree in Community Health Education, Public Health, or other suitably related field.
2. Experience working as a Community Health Educator in health promotion or similar area preferred.
3. Certification as Health Education Specialist preferred.
4. Valid driver's license and reliable transportation with sufficient liability insurance.

Closing Statement

This description has been prepared to assist in evaluating responsibilities, duties and skills of the position. It is not intended as a complete list of specific responsibilities and duties, nor is it intended to limit duties to those listed. It is understood that the supervisor has the right to assign, direct, and modify duties and responsibilities listed and that duties not mentioned that are of similar kind or level of difficulty shall not be excluded.

Fair Labor Standards Act Category

Exempt - Professional.

employee

approved by supervisor: _____

date: _____

revised: 03/15
hdche

E. Minimum Qualifications of a Candidate:

Education: Please see attached

Experience: Please see attached

8 F: Funding:

Remainder of this fiscal year, if applicable:

Grade	Hourly	Annual	Retire- ment	Social Security	Health Ins.	Dental Ins.	Life Ins.	Work Comp
12	21.76	696.00	47.00	43.00	0	0	0	1.00

Annual additional cost thereafter:

		8941.00	617.00	562.00	0	0	4.00	12.00
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1. Where will the funds for this position come from: Eight hours of PHN time will be transferred to CHE time, with a cost savings of \$31,574.40, which includes benefits.

2. What equipment will need to be purchased (desk, etc.)? N/A, as space and equipment is in place

Is office space presently available? Yes Where? Community Services Center

Estimated capital cost: none

Is this capital cost in the department budget? N/A

3. Grand total cost, all items, this fiscal year: _____

4. Thereafter, annual cost of salary and fringes: _____

G. Supervisory responsibility (if applicable):

1. In brief detail, explain the supervisory authority this position will have: N/A

2. Employees directly supervised: none Indirectly: none

List title of employees reporting to this position:
N/A

H. Who will this person be responsible to? Director/Health Officer

SUPERVISING COMMITTEE Action:

Approval date: 11-07-2017 by a vote of 7-0

PERSONNEL & BARGAINING COMMITTEE Action:

Position approved _____ Position denied _____ by a vote of _____

Date: _____

FINANCE COMMITTEE Action:

Funds approved _____ Funds denied _____ by a vote of _____

Date: _____

COUNTY BOARD Action:

Approved _____ Denied _____

Date: _____

By a vote of _____ aye, _____ nay, _____ absent/abstention

Copies to be made by Department Head: 1 for Department, Original and 5
copies to Personnel Director

REQUEST FOR LINE ITEM TRANSFER

Office Use Only

Department: _____ County Clerk
 Budget Year Amended: _____ 2017

No. _____
Date: _____

From Account

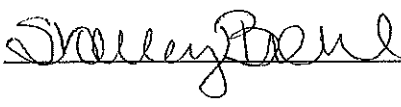
Account #	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
11421000 521420	Election Programming	\$ 27,000.00	\$ 500.00	\$ 20,968.95	\$ 26,500.00
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
Total Transfer			\$ 500.00		

To Account

Account #	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
11420000 531050	Postage	\$ 4,315.00	\$ 500.00	\$ 4,729.30	\$ 4,815.00
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
Total Transfer			\$ 500.00		

Explanation for Transfer:
County wide postage for the 2017 year has exceeded budget.

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

MONROE COUNTY

Notice of Budgetary Adjustment

Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: November 14, 2017
 Department: County Clerk
 Amount: \$550.00
 Budget Year Amended: 2017

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

Request to move portion of election funds to furnish tables for the Justice Center training room.

Revenue Budget Lines Amended:

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
				\$ -
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ -	

Expenditure Budget Lines Amended:

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
11421000 521420	Election Programming	\$ 26,500.00	\$ (550.00)	\$ 25,950.00
12110000 531000	Sheriff Office Supplies	\$ 9,000.00	\$ 550.00	\$ 9,550.00
				\$ -
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ -	

Department Head Approval: Shelley Ball

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: _____