



Monroe County
Personnel Department

14345 County Highway B, Room 3
Sparta, WI 54656-4509
(608) 269-8719

NOTICE OF MEETING

COMMITTEE: PERSONNEL AND BARGAINING
TIME: 9:00 a.m.
PLACE: **Rolling Hills Activity Room**
DATE: Wednesday, April 8, 2015

SUBJECT MATTER TO BE CONSIDERED

1. Call to order - Roll Call
2. Minutes approval - March 11, 2015 - Discussion/Action
3. Personnel budget review - Discussion Only
4. Health Department - No benefit wage rate exception - Discussion/Action
5. Compensation Plan Adjustment - Discussion/Action
6. Topics and meeting date/time for next month's agenda - Discussion/Action
7. Adjournment

Pete Peterson
Committee Chairperson

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. Date sent: 4/1/15

Personnel and Bargaining Committee
MINUTES
February 11, 2015

Present: P. Peterson, B. Humphrey, C. Las, C. Schnitzler
C. King

Absent:

Also present: E. Smudde, K. Kittleson, G. Frie, F. Schmidt,
T. Osterberg

1. Call to Order - Roll Call

P. Peterson called the meeting to order at 9:00 A.M.
Roll Call - All members present

2. Minutes approval- February 11, 2015 -

Motion to approve the February 11, 2015 minutes by C.
Schnitzler, second by B. Humphrey, and approved on a 5-0
vote.

3. New Position Request - Solid Waste -

G. Frie gave a brief summary of the department and the two
current positions and expressed a need to change the office
clerk position to an Assistant Manager position as finding
individuals with relatable experience in this field is
difficult. K. Kittleson stated this was a proactive
version of succession planning for the manager position. C.
Las explained that the Solid Waste Committee had explored
other options and this seemed to be the best route. G.
Frie stated with the advancements in technology once the
assistant manager would be ready to become the manager the
assistant manager position would revert back to an office
clerk position.

Motion to approve the new position request for the
Assistant Solid Waste Manager as temporary replacement for
the Office Clerk I position for the Solid Waste Department
by C. Schnitzler, second by C. Las and approved on a 5-0
vote.

4. Health Insurance -

K. Kittleson gave a summary of the history of the health
insurance how in the 90's dual choice was offered and there
was a consistent increase to premium rates each year. Once
the county switched to offering one plan vs. the other the
rates remained more competitive and recently has led to
decrease in premiums. C. Las requested that in the next
process the county takes a look at dual choice vs. a single

health plan just to have a comparison. K. Kittleson stated that the numbers given by the providers usually come out in either October or November.

5. Volunteer Paid Time Off -

C. Schnitzler had the question come to him from some employees who had requested an opportunity to voluntarily enroll into the previously proposed PTO plan. K. Kittleson stated our quotes for our short-term disability were all based on our full group's enrollment and the rates would be much higher. Also, K. Kittleson mentioned the difficulty in maintaining two sets of accruals for employees. T. Osterberg commented as well about the additional work load this would generate maintaining two separate systems. No action was taken and no further discussion was requested.

6. Topics and meeting date/time for next month's agenda-
Next meeting is scheduled to take place on Wednesday, April 8, 2015 at 9:00 A.M. in the Rolling Hills Activity Room. Topics to include are review of the Personnel Departments monthly financial report.

7. Adjournment -

Motion to adjourn by C. Schnitzler, second by C. King and approved on a 5-0 vote.

Meeting adjourned at 9:51 A.M.

E. Smudde, Recorder



MONROE COUNTY, WISCONSIN

04/02/2015 16:50
8516csch

Monroe County
MONTHLY YTD COMMITTEE REPORT
PERSONNEL

P 1
slytddud

FOR 2015 03

JOURNAL DETAIL 2015 3 TO 2015 3

ACCOUNTS FOR:
11430 PERSONNEL

ACCOUNTS FOR:	ORIGINAL APPROP	TRANSFRS/ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
11430000 PERSONNEL							
11430000 461900 OTHER PERSONNEL RE	0	0	0	-4.75	.00	4.75	100.0%
2015/03/000110 03/10/2015 CRP	-4.75 REF 5336	Zurich American Insu			OTHER PERSONNEL REVENUE		
TOTAL UNDEFINED ROLLUP CODE	0	0	0	-4.75	.00	4.75	100.0%
PL100 SALARIES & FRINGE BENEFITS							
11430000 511000 SALARIES	120,769	0	120,769	23,699.62	.00	97,069.38	19.6%
2015/03/000036 03/05/2015 PRJ	4,557.61 REF 150305			WARRANT=150305	RUN=1	BI-WEEKL	
2015/03/000208 03/19/2015 PRJ	4,557.60 REF 150319			WARRANT=150319	RUN=1	BI-WEEKL	
11430000 515005 RETIREMENT	8,214	0	8,214	1,611.57	.00	6,602.43	19.6%
2015/03/000036 03/05/2015 PRJ	309.92 REF 150305			WARRANT=150305	RUN=1	BI-WEEKL	
2015/03/000208 03/19/2015 PRJ	309.92 REF 150319			WARRANT=150319	RUN=1	BI-WEEKL	
11430000 515010 SOCIAL SECURITY	7,489	0	7,489	1,445.17	.00	6,043.83	19.3%
2015/03/000036 03/05/2015 PRJ	277.92 REF 150305			WARRANT=150305	RUN=1	BI-WEEKL	
2015/03/000208 03/19/2015 PRJ	277.92 REF 150319			WARRANT=150319	RUN=1	BI-WEEKL	
11430000 515015 MEDICARE	1,753	0	1,753	338.00	.00	1,415.00	19.3%
2015/03/000036 03/05/2015 PRJ	65.00 REF 150305			WARRANT=150305	RUN=1	BI-WEEKL	
2015/03/000208 03/19/2015 PRJ	65.00 REF 150319			WARRANT=150319	RUN=1	BI-WEEKL	
11430000 515020 HEALTH INSURANCE	11,382	0	11,382	1,354.31	.00	10,027.69	11.9%
2015/03/000036 03/05/2015 PRJ	232.34 REF 150305			WARRANT=150305	RUN=1	BI-WEEKL	
2015/03/000208 03/19/2015 PRJ	232.34 REF 150319			WARRANT=150319	RUN=1	BI-WEEKL	
11430000 515025 DENTAL INSURANCE	502	0	502	62.58	.00	439.42	12.5%
2015/03/000036 03/05/2015 PRJ	20.86 REF 150305			WARRANT=150305	RUN=1	BI-WEEKL	



MONROE COUNTY, WISCONSIN

04/02/2015 16:50
8516csch

Monroe County
MONTHLY YTD COMMITTEE REPORT PERSONNEL

P 2
glytdbud

FOR 2015 03

JOURNAL DETAIL 2015 3 TO 2015 3

ACCOUNTS FOR: PERSONNEL	ORIGINAL APPROP	TRANSFERS/ ADJUSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
11430000 515030 LIFE INSURANCE	36	0	36	9.00	.00	27.00	25.0%
2015/03/000036 03/05/2015 PRJ	3.00 REF 150305				WARRANT=150305 RUN=1 BI-WEEKL		
11430000 515040 WORKERS COMP	326	0	326	64.02	.00	261.98	19.6%
2015/03/000036 03/05/2015 PRJ	12.31 REF 150305				WARRANT=150305 RUN=1 BI-WEEKL		
2015/03/000208 03/19/2015 PRJ	12.31 REF 150319				WARRANT=150319 RUN=1 BI-WEEKL		
TOTAL SALARIES & FRINGE BENEFITS	150,471	0	150,471	28,584.27	.00	121,886.73	19.0%
PL200 OFFICE ADMINISTRATIVE COSTS							
11430000 531000 OFFICE SUPPLIES	500	0	500	.00	.00	500.00	.0%
11430000 531050 POSTAGE	525	0	525	147.00	.00	378.00	28.0%
11430000 531060 PRINTING	200	0	200	.00	.00	200.00	.0%
11430000 531065 ADVERTISING	8,400	0	8,400	2,214.53	.00	6,185.47	26.4%
11430000 532000 BOOKS/PUBLICAT/SUR	100	0	100	.00	.00	100.00	.0%
11430000 532500 DUES	385	0	385	215.00	.00	170.00	55.8%
TOTAL OFFICE ADMINISTRATIVE COSTS	10,110	0	10,110	2,576.53	.00	7,533.47	25.5%
PL300 TECHNOLOGY & EQUIPMENT							
11430000 522025 TELEPHONE	242	0	242	12.92	10.85	218.23	9.8%



MONROE COUNTY, WISCONSIN

04/02/2015 16:50
8516csch

Monroe County
MONTHLY YTD COMMITTEE REPORT
PERSONNEL

P 3
glytcbud

FOR 2015 03

JOURNAL DETAIL 2015 3 TO 2015 3

ACCOUNTS FOR:
11430 PERSONNEL

	ORIGINAL APPROP	TRANSFERS/ADJUSTMNTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
<u>11430000 553100 EQUIPMENT SERVICE</u>	1,668	0	1,668	266.00	133.00	1,269.00	23.9%
TOTAL TECHNOLOGY & EQUIPMENT	1,910	0	1,910	278.92	143.85	1,487.23	22.1%
<u>PL350 IT POOL</u>							
<u>11430000 599000 TECHNOLOGY POOL</u>	653	0	653	653.00	.00	.00	100.0%
TOTAL IT POOL	653	0	653	653.00	.00	.00	100.0%
<u>PL400 CONF / EDUCATION & TRAVEL</u>							
<u>11430000 533010 CONFERENCE/SEMINAR</u>	1,110	0	1,110	520.00	.00	590.00	46.8%
2015/03/000325 03/09/2015 API	70.00 VND 015216 IN 179818						1003740
<u>11430000 533200 MILEAGE</u>	1,300	0	1,300	205.00	.00	1,095.00	15.8%
TOTAL CONF / EDUCATION & TRAVEL	2,410	0	2,410	725.00	.00	1,685.00	30.1%
<u>PL600 PROGRAM COSTS</u>							
<u>11430000 519000 LABOR RELATIONS</u>	5,350	0	5,350	350.00	.00	5,000.00	6.5%
TOTAL PROGRAM COSTS	5,350	0	5,350	350.00	.00	5,000.00	6.5%
TOTAL PERSONNEL	170,904	0	170,904	33,162.97	143.85	137,597.18	19.5%
TOTAL PERSONNEL	170,904	0	170,904	33,162.97	143.85	137,597.18	19.5%
TOTAL REVENUES	0	0	0	-4.75	.00	4.75	
TOTAL EXPENSES	170,904	0	170,904	33,167.72	143.85	137,592.43	



MONROE COUNTY, WISCONSIN

04/02/2015 16:50
8516csch

Monroe County
MONTHLY YTD COMMITTEE REPORT
PERSONNEL

P 4
glytdbud

FOR 2015 03 JOURNAL DETAIL 2015 3 TO 2015 3

ACCOUNTS FOR:	ORIGINAL APPROP	TRANSFRS/ADJUSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
11431 TRAINING							
11431000 TRAINING	20,000	0	20,000	.00	.00	20,000.00	.0%
EE600 PROGRAM COSTS							
11431000 515700 EMP. EDUCATION & T	20,000	0	20,000	.00	.00	20,000.00	.0%
TOTAL PROGRAM COSTS	20,000	0	20,000	.00	.00	20,000.00	.0%
TOTAL TRAINING	20,000	0	20,000	.00	.00	20,000.00	.0%
TOTAL TRAINING	20,000	0	20,000	.00	.00	20,000.00	.0%
TOTAL EXPENSES	20,000	0	20,000	.00	.00	20,000.00	.0%



MONROE COUNTY, WISCONSIN

04/02/2015 16:50
8516csch

Monroe County
MONTHLY YTD COMMITTEE REPORT
PERSONNEL

P 5
glytdbud

FOR 2015 03

JOURNAL DETAIL 2015 3 TO 2015 3

ACCOUNTS FOR:	ORIGINAL APPROP	TRANSFRS/ADJUSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
11432 EMPLOYEE ASSISTANCE PROGRAM							
11432000 EMPLOYEE ASSISTANCE PROGRAM	5,000	0	5,000	.00	1,250.00	3,750.00	25.0%
EA600 PROGRAM COSTS							
11432000 519100 EMPLOYEE ASSISTANC							
TOTAL PROGRAM COSTS	5,000	0	5,000	.00	1,250.00	3,750.00	25.0%
TOTAL EMPLOYEE ASSISTANCE PROGRAM	5,000	0	5,000	.00	1,250.00	3,750.00	25.0%
TOTAL EMPLOYEE ASSISTANCE PROGRAM	5,000	0	5,000	.00	1,250.00	3,750.00	25.0%
TOTAL EXPENSES	5,000	0	5,000	.00	1,250.00	3,750.00	



MONROE COUNTY, WISCONSIN

04/02/2015 16:50
8516csch

Monroe County
MONTHLY YTD COMMITTEE REPORT
PERSONNEL

P 6
glytddud

FOR 2015 03

JOURNAL DETAIL 2015 3 TO 2015 3

ACCOUNTS FOR:
11433 SECTION 125 FEES

ACCOUNTS FOR:	ORIGINAL APPROP	TRANSFRS/ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
11433000 SECTION 125 FEES	3,600	0	3,600	811.50	.00	2,788.50	22.5%
SX600 PROGRAM COSTS							
11433000 SECTION 125 FEES	3,600	0	3,600	811.50	.00	2,788.50	22.5%
2015/03/0000325 03/09/2015 API 272.00 VND 002558 IN 1188890 EMPLOYEE BENEFITS CO MARCH HRA & FSA 1003722							
TOTAL PROGRAM COSTS	3,600	0	3,600	811.50	.00	2,788.50	22.5%
TOTAL SECTION 125 FEES	3,600	0	3,600	811.50	.00	2,788.50	22.5%
TOTAL SECTION 125 FEES	3,600	0	3,600	811.50	.00	2,788.50	22.5%
TOTAL EXPENSES	3,600	0	3,600	811.50	.00	2,788.50	

11433000 SECTION 125 FEES

SX600 PROGRAM COSTS

11433000 SECTION 125 ADMIN

2015/03/0000325 03/09/2015 API

272.00 VND 002558 IN 1188890

EMPLOYEE BENEFITS CO MARCH HRA & FSA 1003722

TOTAL PROGRAM COSTS

TOTAL SECTION 125 FEES

TOTAL SECTION 125 FEES

TOTAL EXPENSES



MONROE COUNTY, WISCONSIN

04/02/2015 16:50
8516csch

Monroe County
MONTHLY YTD COMMITTEE REPORT
PERSONNEL

P 7
glytdbud

FOR 2015 03

JOURNAL DETAIL 2015 3 TO 2015 3

ACCOUNTS FOR:	HEALTH REIMBURSEMENT PROG	ORIGINAL APPROP	TRANSFRS/ADJUSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
11434000	HEALTH REIMBURSEMENT PROG	160,000	0	160,000	7,320.12	.00	152,679.88	4.6%
MR600	PROGRAM COSTS							
11434000	515770 MEDICAL EXPENSE RE	160,000	0	160,000	7,320.12	.00	152,679.88	4.6%
2015/03/000325	03/09/2015 API	1,138.50 VND 002558 IN 1188890					EMPLOYEE BENEFITS CO MARCH HRA & FSA	1003722
	TOTAL PROGRAM COSTS	160,000	0	160,000	7,320.12	.00	152,679.88	4.6%
	TOTAL HEALTH REIMBURSEMENT PROG	160,000	0	160,000	7,320.12	.00	152,679.88	4.6%
	TOTAL HEALTH REIMBURSEMENT PROG	160,000	0	160,000	7,320.12	.00	152,679.88	4.6%
	TOTAL EXPENSES	160,000	0	160,000	7,320.12	.00	152,679.88	



MONROE COUNTY, WISCONSIN

04/02/2015 16:50
8516CSCH

Monroe County
MONTHLY YTD COMMITTEE REPORT PERSONNEL

P 8
glytdbud

FOR 2015 03

JOURNAL DETAIL 2015 3 TO 2015 3

ACCOUNTS FOR:
11435 RETIREMENT/FRINGE POOL

ORIGINAL APPROP TRANSFRS/
ADJUSTMTS REVISED BUDGET

AVAILABLE BUDGET PCT USED

11435000 NON-LAPSING RETIREMENT/FRINGE

FP600 PROGRAM COSTS

11435000 515200 NON-LAPSING RETIRE

TOTAL PROGRAM COSTS

TOTAL NON-LAPSING RETIREMENT/FRINGE

TOTAL RETIREMENT/FRINGE POOL

TOTAL EXPENSES

33,300	0	33,300	15,548.15	.00	17,751.85	46.7%
33,300	0	33,300	15,548.15	.00	17,751.85	46.7%
33,300	0	33,300	15,548.15	.00	17,751.85	46.7%
33,300	0	33,300	15,548.15	.00	17,751.85	46.7%
33,300	0	33,300	15,548.15	.00	17,751.85	46.7%



MONROE COUNTY, WISCONSIN

04/02/2015 16:50
8516csch

Monroe County
MONTHLY YTD COMMITTEE REPORT
PERSONNEL

P 9
glytdbud

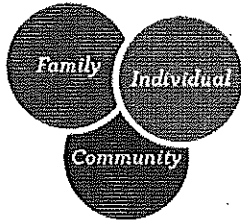
FOR 2015 03

JOURNAL DETAIL 2015 3 TO 2015 3

ORIGINAL APPROP	TRANSFERS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
392,804	0	392,804	56,842.74	1,393.85	334,567.41	14.8%

GRAND TOTAL

** END OF REPORT - Generated by CATHY SCHMIT **



Monroe County Health Department

Serving the Community since 1921

14301 Co. Hwy. B, A18 · Sparta, WI 54656 · (608) 269-8666 · Fax (608) 269-8872

April 1, 2015

To: Cathy Schmit, Ken Kittleson, and Personnel Committee

From: Sharon Nelson

RE: No benefit rate for Public Health Nurse

Recently a Public Health Nurse requested the "no benefit" salary rate for June of this year. I contacted the Personnel Department and discovered that a request was to have been completed in November, approved to be effective, January 1. My experience with the no benefit rate has been minimal as historically Public Health Nurses have opted for the benefits of holiday, comp time, sick leave, dental, life and health insurance or chose the no benefit rate upon hire.

As you are aware, it is becoming increasingly difficult to employ nurses due to the shortage of nurses and the competition within the region. According to the most recent data from the American Association of Colleges of Nursing, 2014, the United States is projected to experience a shortage of Registered Nurses that is expected to intensify as Baby Boomers age and the need for health care grows. Compounding the problem is the fact that nursing schools across the country are struggling to expand capacity to meet the rising demand for care given the national move toward healthcare reform.

Monroe County has been proactive in dealing with the nursing shortage over the years with allowing Registered Nurses to opt for the no benefit rate. I am requesting a onetime exception that the "no benefit" rate be applied as this Public Health Nurse is a valued and contributing Public Health Nurse with the Health Department.

Thank-you for your consideration.

Ken Kittleson

From: Davis, Peter G - WERC <PeterG.Davis@wisconsin.gov>
Sent: Friday, March 13, 2015 3:32 PM
To: Ken Kittleson
Subject: RE: % increase cap for 2015

Same to you. 1.57% is the CPI cap for contracts beginning 1/1/15

From: Ken Kittleson [<mailto:Ken.Kittleson@co.monroe.wi.us>]
Sent: Friday, March 13, 2015 8:46 AM
To: Davis, Peter G - WERC
Cc: Ed Smudde
Subject: % increase cap for 2015

Hi, Peter-

Happy Friday! Last year the settlement increase cap was 1.66% and we used that amount to "age" our compensation plan. Do you know what it is for this year? Thanks!

-Ken

CONFIDENTIALITY NOTICE: This message and any included attachments are from Monroe County, Wisconsin and are for the sole use of the intended recipient(s). This message may contain confidential and privileged information. Unauthorized review, use, disclosure or distribution is strictly prohibited and may be unlawful. If you are not the intended recipient, please promptly delete this message and notify the sender of the delivery error by e-mail or you may call Monroe County at (608) 269-8696.