



# MONROE COUNTY BOARD OF SUPERVISORS

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## NOTICE OF MEETING

COMMITTEE: **ADMINISTRATION & PERSONNEL COMMITTEE**

TIME: 9:00 a.m.  
PLACE: Rolling Hills Activity Room  
14345 County Hwy B  
Sparta, WI 54656  
DATE: **Tuesday, August 9, 2016**

### SUBJECT MATTER TO BE CONSIDERED

1. Call to order/Roll call
2. Next Month's Meeting Date/Time
3. Minutes approval – July 12, 2016
4. New Position Requests – Discussion/Action
  - a. Finance
  - b. Jail Positions
5. Personnel Director Report
6. Resolution Establishing 2017 Annual Budgeted Allocation for Pay for Performance – Discussion/Action
7. Budget Proposals
  - a. Personnel
  - b. Land Information
  - c. Veteran's Service
  - d. Register of Deeds
  - e. Surveyor
  - f. Corporation Counsel
  - g. County Clerk/Elections
  - h. Administrator
8. Resolution Amending County Ordinances to Continue to Address the Board Size Reduction – Discussion/Action
9. Resolution Format & Process - Discussion/Action
10. County Clerk
  - a. Resolution Amending Monroe County Marriage License Fees – Discussion/Action
  - b. Credit Card Increase – Discussion/Action
11. County Administrator
  - a. Monthly Report
  - b. Conferences/Training Requests – Discussion/Action
12. Monthly Expenditure Review
13. Next Month's Agenda Items

(Continued on Page 2)

**ADMINISTRATION & PERSONNEL COMMITTEE  
TUESDAY, AUGUST 9, 2016**

**CONTINUED PAGE 2**

14. Closed Session under 19.82(1) of the Bargaining Subcommittee at approximately 11:00 a.m. to discuss bargaining strategy with the Monroe County Professional Police Association.
15. Closed Session per WI Statute 19.85(1)(c) to Conduct County Administrator Annual Evaluation.
16. Adjournment

Wallace Habegger, Committee Chair  
Date notices mailed: 08/05/2016

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  
July 12, 2016

Present: Wallace Habegger, Sharon Folcey, Carol Las, Pete Peterson, Mary Von Ruden  
Others: Catherine Schmit, Andrew Kaftan, Charles Weaver, Jeremiah Erickson, Andrew Kaftan, Ed Smudde, Garry Spohn, Jack Dittmar, Ron Hamilton, Ken Kittleson.

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

- Minutes Approval – Motion by Mary Von Ruden second by Pete Peterson to approve the 05/10/16 minutes. Carried 5-0.
- Charles Weaver provided the Veteran's Service Officer Report
- Veteran Service Cemetery Funding – Charles Weaver explained that per WI State Statutes, Veterans Graves that are receiving perpetual care do not qualify for Care of Veterans Graves Funding. Discussion. It was a consensus of the committee for the Veteran's Service Officer to follow correct procedures of the law.
- Land Records Budget Adjustment – Jeremiah Erickson explained the 2016 budget adjustment in the amount of \$1,000.00 for address expenses. Motion by Pete Peterson second by Carol Las to approve budget adjustment. Carried 5-0.
- Resolution Amending the Policy on Remnant Parcels – Jeremiah Erickson explained the need to amend the policy on remnant parcels. Discussion. Motion to approve resolution by Sharon Folcey second by Mary Von Ruden. Discussion. Carried 5-0.
- Human/Health/Senior Services Committee Ordinance Updates – Andrew Kaftan provided a draft resolution amending county ordinances to continue to address the board size reduction. The resolution would better align the county ordinance with the state statutes. Discussion. Motion by Sharon Folcey second by Mary Von Ruden to amend the resolution; the Commission on Aging should consist of 4 citizen members; the terms shall be 3 year terms. Discussion. Carried 5-0. This resolution will be adjusted and brought back to committee for final approval in August.
- Ordinance Updates Due to Board Size and Committee Structure Change – Andrew Kaftan explained that with time, ordinances will continue to be looked at and updated due to committee structure change.
- Resolution Format & Process Discussion – Resolution format was discussed. It was a consensus for resolutions to contain:
  - Committee of Jurisdiction signatures
  - Lines of the Resolution to be numbered
  - Bottom of the Resolution to contain a sign off for Chair/Clerk
  - Bottom of the Resolution to contain whether or not the resolution passed/failed/amended/other and the vote results.
  - The Clerk will be adjusting fonts to make easier to transfer into the proceeding bookletA draft resolution sample will be provided next month for review.
- Committee Report's at County Board Meetings Discussion – Wallace Habegger opened the floor for discussion on bringing individual committee report's back on the County Board agenda. It was discussed that committee reports provide information to other board members and provide an idea of what departments are doing and what information may be coming up. It was suggested that discussion not be allowed, reports to be limited to 3 minutes and only contain pertinent information. The recommendation will be forwarded to the Monroe County Board Chair by the Committee Chair.
- Catherine Schmit provided the monthly County Administrator Report.
- County Administrator Conference/Training Requests – None.

- Ken Kittleson provided the monthly Personnel Director's Report.
- New Position Requests –
  - a. Highway, Public Works Laborer – Jack Dittmar explained the request for a new Public Works Laborer. The position would be paid for through State Funding. Start date would be January 1, 2017. Discussion. Motion by Mary Von Ruden second by Sharon Folcey to approve new position. Discussion. Carried 5-0.
  - b. Human Services, Social Workers -
 

Ron Hamilton explained the request for Social Worker I Position for Comprehensive Community Services. The position to be funded by Medical Assistance Case Management billing, no additional tax levy. Start date would be April 1, 2017. Discussion. Motion by Mary Von Ruden second by Carol Las to approve new position. Discussion. Carried 5-0.

Ron Hamilton explained the request for Social Worker I Position for Children's Long Term Support (70%) and Birth to Three (30%). The position would be funded 80% by billing and \$9,700.00 by tax levy. Start date would be April 1, 2017. Discussion. Motion by Mary Von Ruden second by Carol Las to approve new position. Carried 5-0.
  - c. Maintenance, Maintenance Technician – Garry Spohn explained the request for a Maintenance Technician. Start date would be January 1, 2017. Motion by Mary Von Ruden second by Carol Las to approve new position. Discussion. Carried 5-0.
- The monthly expenditure report was provided to members via iPad's.
- Next Month's Meeting Date/Time – August 9, 2016 at 9:00 a.m. in the Rolling Hills Activity Room.
- Items for next month's agenda – Amending County Ordinances to Continue to Address the Board Size Reduction, Resolution Format, Annual Performance Review, Jailer Positions.
- Motion by Mary Von Ruden second by Carol Las to adjourn at 11:36 a.m. Carried 5-0.

Shelley Bohl, County Clerk  
Recorder

## NEW POSITION ANALYSIS

This form is to be completed for all new position requests or requests for increasing hours of an already-approved part-time position.

## DIRECTIONS:

All steps of the New Position Analysis form (MC-5) must be followed. Establishment of a new position or an increase in hours of a part-time position are subject to final approval by the County Board. The approval must be granted prior to submission of the department budget to the County Administrator for compiling of the county budget for the next year.

(a) The department head is required to consult with the Personnel Director prior to considering new position requests concerning position responsibilities and compensation plan placement. The department head may also consult with the Finance Director concerning position funding and budget issues. The department head completes the New Position Analysis form (MC-5) and submits the request to the County Administrator. If the County Administrator approves, the request moves on to step (b). Department heads shall keep their committees apprised of the status of the department's new position request through the budget process.

(b) The requesting department head shall present the completed MC-5 form along with justifying rationale to the Personnel and Bargaining Committee. They will review the request and vote to approve or deny the request. If approved, the Personnel Director will write a position description and county board resolution for the new position, and the request shall be presented to the Finance Committee for approval of the fiscal note at the end of the county board resolution.

(c) The request shall be presented to the County Board in resolution form for final approval if a new position is to be established or an increase in hours is recommended. The resolution will include the approval of the County Administrator and the votes of the Personnel and Bargaining Committee and the Finance Committee.

(d) The action of the County Board will be final, although the County Board may refer the resolution to an appropriate committee if more information is required.

NEW POSITION ANALYSIS

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

A. Department: Finance Date: 07/20/2016

Department Head: Tina Osterberg

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):

The Finance Department has been stretched very thin the last couple of years with the new software implementation in addition to the added controls that have been put in place over the last five years. With a new software that numerous departments and staff are utilizing every day comes challenges. The Finance Department is finding itself spending many hours assisting other departments with training, trouble shooting, calling support, along with continued updates and implementation. It has become very apparent that we need a professional that has a good understanding of accounting functionality of the software to facilitate end user assistance and training. The IS Department is great for technical support and works closely with the Finance Department when issues arise, but lacks accounting functionality knowledge. The Finance Department responsibilities have been taking a back seat to other department issues. Some of the tasks that are not being completed or completed timely are; final review of W-9 compliance, property tax reconciliations, vehicle insurance verifications, account reconciliations, payroll accumulator reconciling, retirement terms, time tracking of the revolving loan fund compliance and reporting, vendor cleanup/merging from old vendors that were imported from the previous financial software, State and Federal Awards report compiling, new software report development, creating and enforcing of financial policies and procedures, internal control documentation, keeping apprised of governmental accounting auditing and financial reporting, GAAP and GASB changes. Several new governmental accounting requirements have been released over the last few years and they seem to be making more significant changes to financial reporting due to the challenges created by the recession. We have had increased reporting to the Municipal Securities Rulemaking Board with the three Justice Center bonds. Also, tracking of the expenditures of the bond funds for monthly transfers to be made by the Treasurer's department. With the addition of new staffing positions the amount of time spent setting up and enrolling staff in benefits has increased. These new positions add to the payroll time entry process with payroll review. The Finance department is not able to assist other departments in a timely manner when request are made.

Suggested Title: Financial and System Controls Specialist  
Full Time  Part Time /hrs

Personnel Director's Recommended Classification: Grade 11

Projected Start Date: January 3, 2017

C. General Description of the Position: See attached job description

D. Typical Examples of Work to be Performed: See attached job description

E. Minimum Qualifications of a Candidate:

Education: See attached job description

Experience: See attached job description

F: Funding:

Annual costs (with full family insurance coverage):

Grade	Hourly	Annual	Retire- ment	Social Security	Health Ins.	Dental Ins.	Life Ins.	Work Comp
11	20.61	43,034	2,926	3,293	13,628	779	18	56

1. Where will the funds for this position come from: 2017 budget

2. What equipment will need to be purchased (desk, etc.)? Small office equipment along with a computer will need to be purchased.

Is office space presently available? Yes Where? Central Finance and Personnel hallway

Estimated equipment cost: Approximately 1,200

Is this cost in the department budget? Yes, for 2017

3. Grand total cost, all items, this fiscal year: 64,934

4. Thereafter, annual cost of salary and fringes: 63,734

G. Supervisory responsibility (if applicable):

1. In brief detail, explain the supervisory authority this position will have: None

2. Employees directly supervised: 0 Indirectly: 0

List title of employees reporting to this position:

    N/A      
\_\_\_\_\_

H. Who will this person be responsible to? Finance Director

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COUNTY ADMINISTRATOR Action:

Approval date: \_\_\_\_\_

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PERSONNEL & BARGAINING COMMITTEE Action:

Position approved \_\_\_\_\_ Position denied \_\_\_\_\_ by a vote of \_\_\_\_\_

Date: \_\_\_\_\_

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FINANCE COMMITTEE Action:

Funds approved \_\_\_\_\_ Funds denied \_\_\_\_\_ by a vote of \_\_\_\_\_

Date: \_\_\_\_\_

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COUNTY BOARD Action:

Approved \_\_\_\_\_ Denied \_\_\_\_\_

Date: \_\_\_\_\_

By a vote of \_\_\_\_\_ aye, \_\_\_\_\_ nay, \_\_\_\_\_ absent/abstention

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Title: Financial and System Controls Specialist  
Department: Finance  
Title of Immediate Supervisor: Finance Director

Basic Functions and Responsibilities

Under general supervision of the Finance Director the Financial and System Controls Specialist prepares, compiles and analyzes County financial data, reconciles general ledger cash and investment accounts, reconciles County taxes, trains and trouble shoots financial software, prepares necessary audit work papers, and performs other Finance Department duties as may be assigned.

Essential Duties and Responsibilities

PURCHASING AND FINACIAL CONTROLS

- Assist in the development of fiscal, billing and collections policies and procedures
- Enforcement of policies and procedures through internal audits
- Final review and posting of vendor changes in accordance with W-9 Compliance
- Onsite expert in W-9 compliance
- Produces and files annual County 1099's
- Assist with month end and year end software close
- Credit card website maintenance for cardholders (i.e. close cardholder accounts and assist with fraud documentation)
- Reviews and processes P-card transactions
- Produces monthly journal entries;
- Backup the Finance Director with workflow approvals in their absence

CASH MANAGEMENT CONTROLS

- Reconciles all general ledger fund cash and investment balances monthly with Treasurer's bank statements and report
- Conducts department petty cash audits;

FINANCIAL SOFTWARE MAINTENANCE

- Trouble shoot software issues
- Financial software support liaison
- Primary software trainer for new employees and new processes
- Maintains software (i.e. clean up spool files, etc.)
- Software update specialist
- Lead implementation team member
- Report development specialist;

TAXES

- Calculate and record annual tax apportionment to municipalities and county departments
- Reconcile and record February and August tax settlements
- Reconciles with postponed and delinquent tax reports from the Treasurer's office
- Reconciles delinquent and foreclosed tax specials monthly
- Reconcile County owned tax deeds
- Write off property tax on County owned tax parcels;
- Records and reconciles County foreclosure sales
- Record Treasurer's sale book entries

REVOLVING LOAN FUNDS

- Schedules revolving loan fund meetings as necessary
- Prepares meeting agendas and organizes confidential documentation for loan request
- Compiles necessary data for charges to the Revolving Loan investment funds
- Reconciles loan balances and keeps the Treasurer informed of any loan balance changes
- Compiles and files semi-annual compliance reports to DOA DEHCR (Department of Administration, Division of Energy, Housing and Community Resources)

AUDIT

- Prepare necessary financial audit work papers as directed by Finance Director
- Assists departments with grant documentation and entries
- Assists in review of the annual audit documents
- Prepare necessary work papers for annual cost allocation plan
- Prepare and schedule bi-annual Other Post Employee Benefits actuarial documentation for study;

BUDGET

- Assists in the preparation of annual budget salary and fringe projections;
- Assists County departments with budget questions and entry
  
- Complete other assignments and special projects as assigned by the Finance Director;

Skills and Abilities

1. Considerable knowledge of computerized financial systems
2. Considerable knowledge of GAAFR along with GAAP and GASB pronouncements
3. Ability to organize and prioritize tasks and maintain confidentiality
4. Analytical and problem solving skills
5. Work Independently as well as in a team environment
6. Demonstrate strong attention to detail
7. Effective interpersonal communication skills
8. Handle multiple projects simultaneously within established time constraints

Qualifications

1. Bachelor's in Accounting, Finance or closely related field.
2. Minimum of two years of financial experience in business, industry or government; experience in county or municipal government preferred. Equivalent combination of education and experience from which comparable knowledge and abilities can be acquired will be considered.
3. Accounting software knowledge; MUNIS software experience helpful

Physical Demands: A large percentage of time is spent sitting, talking, hearing, fingering, using near and far vision. Walks, stands, stoops, kneels, crouches, crawls, climbs, bends, reaches, handles, lifts, carries, pushes/pulls up to 10 pounds intermittently.

Supervision Exercised

None, but may exercise function supervision of various operations or projects delegated by the County Finance Director.

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

Non-exempt.

\_\_\_\_\_ employee

approved by supervisor: \_\_\_\_\_

date: \_\_\_\_\_

revised: 7/16

RESOLUTION NO. \_\_\_\_\_

RESOLUTION AUTHORIZING ESTABLISHMENT OF A FINANCIAL AND SYSTEM CONTROLS SPECIALIST IN THE FINANCE DEPARTMENT

WHEREAS, the Monroe County Finance Committee and Administration & Personnel Committee request the establishment of a full-time Financial and System Controls Specialist position in the Finance Department; and

WHEREAS, this position prepares, compiles and analyzes County financial data, trains, troubleshoots and maintains financial software, enforces financial policies and procedures, reconciles general ledger cash and investment accounts, reconciles County taxes, prepares audit work papers, and performs other Finance Department duties as may be assigned.

NOW, THEREFORE, BE IT RESOLVED by the Monroe County Board of Supervisors that they do hereby authorize the establishment of a Financial and System Controls Specialist position in the Finance Department effective January 1, 2017.

Dated this 24th day of August 2016.

OFFERED BY THE ADMINISTRATION & PERSONNEL COMMITTEE:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Finance Committee review: July 20, 2016  
Administration & Personnel Committee action:  
Approved by County Administrator:  
Approved by Corporation Counsel:

Fiscal note: \$64,934 to be budgeted for 2017.

PURPOSE: Approve a Financial and System Controls Specialist position in the Finance Department effective January 1, 2017.

RESOLUTION NO. \_\_\_\_\_

ESTABLISHING 2017 ANNUAL BUDGETED ALLOCATION FOR PAY FOR PERFORMANCE

WHEREAS, Monroe County strives to provide maximum service to its residents while minimizing the financial impact of County taxes on taxpayers, and

WHEREAS, Monroe County continues to operate under State imposed budgetary constraints while providing mandated services, and

WHEREAS, with the enactment of ACT 10 the County has reviewed and updated the Monroe County Employee Handbook, adopted the WIPFLI Non-Union Compensation Plan and has established an enhanced employee annual performance review process, and

WHEREAS, Monroe County has now established a policy and practice of compensating employees based on a competitive market salary rate, the quality of their performance, and future non-union wage adjustments shall be based on the merits of employee performance, and

WHEREAS, the County Administrator is developing the 2017 Proposed Annual Budget for review and adoption by the Monroe County Board in November 2016, and wage costs must be incorporated into the budget as proposed and adopted.

NOW THEREFORE BE IT RESOLVED, by the Monroe County Board of Supervisors that each departmental 2017 budget shall include an amount equal to 2% of gross wages to be allocated accordingly to staff based on the merits of employee performance as established during their individual annual performance review; and

BE IT FURTHER RESOLVED that any performance based wage increases will be effective with the second payroll of April 2017 and the funds shall be awarded based strictly on the merits of the employees' performance; and

BE IT FURTHER RESOLVED that effective January 1, 2017 any non-union, non-elected staff who have held their current position for 5 years or more and have had Satisfactory (Score 3.0 or higher) performance evaluations for the past two years will be compensated at a minimum rate of 98% (100% equals market rate) of their current pay group; and

BE IT FURTHER RESOLVED that any departmental funds budgeted for these merit-based wage adjustments remaining after the annual performance review process has been completed shall be applied by the Finance Department to any department merit pay line shortages and then transferred to the Non-Lapsing Retirement/Fringe Pool (Acct# 11435000.515200) to be available to cover budget variations that occur due to internal position postings, new position hires, retirements, etc. that are unknown variables that impact budgeted salary/fringe benefits for the year; and

BE IT FURTHER RESOLVED that the purpose statement and fiscal note are made a directive of the County Board.

Offered by the Administration & Personnel Committee on \_\_\_\_\_, 2016.

Vote: \_\_\_yes \_\_\_no \_\_\_absent

\_\_\_\_\_  
\_\_\_\_\_

Purpose: To establish 2017 budget for merit-based pay adjustments and fund the Non-Lapsing Retirement/Fringe Pool.

Fiscal Note: For 2017 the levied general pay increase based on employee performance shall not exceed \$320,000.00. Budgeted proceeds not allocated as a merit increase shall be transferred to the Non-Lapsing Retirement/Fringe Pool (Acct# 11435000.515200) to cover budget variations that occur due to internal position postings, new position hires, retirements, etc. that are unknown variables that impact budgeted salary/fringe benefits for the year.

Drafted by County Administrator, Catherine Schmit

Approved as to form: Corporation Counsel, Andrew Kaftan \_\_\_\_\_



RESOLUTION NO. \_\_\_\_\_

RESOLUTION AUTHORIZING INCREASE IN MARRIAGE LICENSE FEE

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**WHEREAS**, the Monroe County Administration and Personnel Committee did review the current marriage license fee being charged by the office of the Monroe County Clerk which is currently \$70.00 per license; and

**WHEREAS**, per WI State Statute 765.15 each County Board may increase the license fee of \$49.50 by any amount, which amount shall become a part of the funds of the county; and

**WHEREAS**, the current 5 day waiver fee being charged by the office of the Monroe County Clerk is currently \$10.00; and

**WHEREAS**, per WI State Statute 765.08(2) the County Clerk may, at his or her discretion, issue a marriage license within less than 5 days after application if the applicant pays an additional fee of not more than \$25.00 to cover any increased processing cost incurred by the county; and

**WHEREAS**, it was determined by the Monroe County Administration and Personnel Committee that it would be appropriate for an increase in the county's marriage license fee from \$70.00 to \$75.00 and an increase in waiver fee from \$10.00 to \$25.00.

**NOW, THEREFORE, BE IT RESOLVED** by the Monroe County Board of Supervisors that they do hereby authorize an increase in the Monroe County marriage license fee from \$70.00 to \$75.00 and waiver fee from \$10.00 to \$25.00, effective January 1, 2017.

Dated this 24<sup>th</sup> day of August, 2016.

Offered by the Administration and Personnel Committee

Purpose: Raise marriage license fees from \$70.00 to \$75.00 and waiver fee from \$10.00 to \$25.00, effective January 1, 2017.

Fiscal Note: Increase in revenue. Will be budgeted for 2017.

Reviewed as to form on \_\_\_\_\_  
\_\_\_\_\_  
Andy Kaftan, Corporation Counsel

Finance Vote (If required):  
\_\_\_\_ Yes \_\_\_\_ No \_\_\_\_ Absent

Committee of Jurisdiction Vote on: \_\_\_\_\_ 20 \_\_\_\_\_  
\_\_\_\_ Yes \_\_\_\_ No \_\_\_\_ Absent  
Committee Chair: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ADOPTED  FAILED  AMENDED  
 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)

## Request for Credit Card Approval

**\*\*INCREASE\*\***

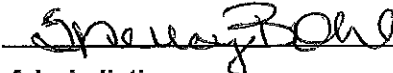
Department: County Clerk

Committee: Administration & Personnel

Name of Card Holder	Title of Postion	Credit Card Limit
Shelley Bohl	Monroe County Clerk	\$2,000.00

**Justification for Credit Card(s):**

Increase credit card limit from \$1,000.00 to \$2,000.00 for conference/motel reservations for Monroe County Board Members

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: \_\_\_\_\_