



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: 5:00 p.m.
PLACE: **Rolling Hills Activity Room**
DATE: Tuesday, February 9, 2016

SUBJECT MATTER TO BE CONSIDERED

1. Call to order - Roll Call
2. Minutes approval - January 13, 2016 - Discussion/Action
3. Personnel budget review - Discussion Only
4. Elected officials wage rates - Discussion/Action
5. Topics and meeting date/time for next month's agenda - Discussion/Action
6. 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**: 2/3/16

Personnel and Bargaining Committee
MINUTES
January 13, 2016

1. Meeting was called to order at 5:00 pm by Chair P. Peterson in the Rolling Hills Activity Room. Roll call vote was called.
Present: P. Peterson, B. Humphrey, C. Schnitzler, C. King, C. Las (arrived 5:05 pm)
Absent: None
Also present: K. Kittleson, Personnel Director; C. Schmit, County Administrator; S. Perkins, Sheriff; R. Conroy, Chief Deputy; S. Bohl, County Clerk; A. Erickson, Treasurer; D. Brandt, Register of Deeds; D. Madson, citizen
 2. Motion to approve December 7 Personnel and Bargaining Committee minutes by C. King, second by B. Humphrey, and approved on a 4-0 vote.
 3. Year-end budget was reviewed, no action taken.
 4. Motion by C. King to approve a new position request resolution for an Assistant Jail Administrator position offset by the elimination of a Jail Sergeant position, second by C. Schnitzler, and approved on a 5-0 vote.
 5. Compensation for elected officials' next term was discussed. Proposed resolution included two percent increases for each of the four years of the next term from 2017-2020. Speakers included Treasurer, Register of Deeds, County Clerk, County Administrator, Personnel Director, and members of the committee. Motion to amend the resolution to include four percent increases for each of the four years of the next term by B. Humphrey, second by C. Las, and approved on a 4-1 vote. C. King called for the question. Motion to approve amended resolution by C. King, second by B. Humphrey, and approved on a 4-1 vote.
 6. Next meeting will be 5 pm on Wednesday, February 10, in the Rolling Hills Activity Room, with committee members encouraged to forward any agenda item suggestions to Committee Chair P. Peterson or the Personnel Department.
- Motion to adjourn at 5:40 pm by C. Las, second by B. Humphrey, and approved on a 4-0 roll call vote.

K.Kittleson, Recorder



MONROE COUNTY, WISCONSIN

02/01/2016 15:29
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Monroe County
MONTHLY COMMITTEE REPORT
PERSONNEL & BARGAINING

P 1
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FOR 2016 01

JOURNAL DETAIL 2016 1 TO 2016 1

ACCOUNTS FOR:	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
11430 PERSONNEL							
PL100 SALARIES & FRINGE BENEFITS							
<u>11430000 511000 SALARIES</u>	132,168	0	132,168	5,490.25	.00	126,677.75	4.2%
<u>2016/01/000046</u> 01/07/2016 PRJ	499.05 REF CASH					WARRANT=160107	RUN=1 BI-WEEKL
<u>2016/01/000186</u> 01/21/2016 PRJ	4,991.20 REF 2016					WARRANT=160121	RUN=1 BI-WEEKL
<u>11430000 515005 RETIREMENT</u>	8,725	0	8,725	362.35	.00	8,362.65	4.2%
<u>2016/01/000046</u> 01/07/2016 PRJ	32.93 REF CASH					WARRANT=160107	RUN=1 BI-WEEKL
<u>2016/01/000186</u> 01/21/2016 PRJ	329.42 REF 2016					WARRANT=160121	RUN=1 BI-WEEKL
<u>11430000 515010 SOCIAL SECURITY</u>	8,195	0	8,195	335.27	.00	7,859.73	4.1%
<u>2016/01/000046</u> 01/07/2016 PRJ	30.47 REF CASH					WARRANT=160107	RUN=1 BI-WEEKL
<u>2016/01/000186</u> 01/21/2016 PRJ	304.80 REF 2016					WARRANT=160121	RUN=1 BI-WEEKL
<u>11430000 515015 MEDICARE</u>	1,918	0	1,918	78.40	.00	1,839.60	4.1%
<u>2016/01/000046</u> 01/07/2016 PRJ	7.12 REF CASH					WARRANT=160107	RUN=1 BI-WEEKL
<u>2016/01/000186</u> 01/21/2016 PRJ	71.28 REF 2016					WARRANT=160121	RUN=1 BI-WEEKL
<u>11430000 515020 HEALTH INSURANCE</u>	5,799	0	5,799	483.24	.00	5,315.76	8.3%
<u>2016/01/000046</u> 01/07/2016 PRJ	28.22 REF CASH					WARRANT=160107	RUN=1 BI-WEEKL
<u>2016/01/000123</u> 01/07/2016 GNI	213.40 REF 160107					WARRANT=160121	RUN=1 BI-WEEKL
<u>2016/01/000186</u> 01/21/2016 PRJ	241.62 REF 2016					NEED TO ADD PROJECT ACCTS	
<u>2016/01/000254</u> 01/27/2016 GRV	-213.40 REF 160107						
<u>2016/01/000255</u> 01/27/2016 GNI	213.40 REF 160107						
<u>11430000 515025 DENTAL INSURANCE</u>	251	0	251	20.86	.00	230.14	8.3%
<u>2016/01/000046</u> 01/07/2016 PRJ	2.44 REF CASH					WARRANT=160107	RUN=1 BI-WEEKL
<u>2016/01/000123</u> 01/07/2016 GNI	18.42 REF 160107					NEED TO ADD PROJECT ACCTS	
<u>2016/01/000254</u> 01/27/2016 GRV	-18.42 REF 160107						
<u>2016/01/000255</u> 01/27/2016 GNI	18.42 REF 160107						
<u>11430000 515030 LIFE INSURANCE</u>	36	0	36	3.00	.00	33.00	8.3%
<u>2016/01/000046</u> 01/07/2016 PRJ	.33 REF CASH					WARRANT=160107	RUN=1 BI-WEEKL
<u>2016/01/000123</u> 01/07/2016 GNI	2.67 REF 160107					NEED TO ADD PROJECT ACCTS	
<u>2016/01/000254</u> 01/27/2016 GRV	-2.67 REF 160107						
<u>2016/01/000255</u> 01/27/2016 GNI	2.67 REF 160107						



MONROE COUNTY, WISCONSIN

02/01/2016 15:29
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Monroe County
MONTHLY COMMITTEE REPORT
PERSONNEL & BARGAINING

P 2
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FOR 2016 01		JOURNAL DETAIL 2016 1 TO 2016 1						
ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED	YTD ACTUAL	ENCUMBRANCES	AVAILABLE	PCT	
11430 PERSONNEL	APPROP	ADJSTMTS	BUDGET			BUDGET	USED	
<u>11430000 515040 WORKERS COMP</u>	173	0	173	7.13	.00	165.87	4.1%	
<u>2016/01/000046</u> 01/07/2016 PRJ	.64 REF CASH				WARRANT=160107	RUN=1 BI-WEEKL		
<u>2016/01/000186</u> 01/21/2016 PRJ	6.49 REF 2016				WARRANT=160121	RUN=1 BI-WEEKL		
TOTAL SALARIES & FRINGE BENEFITS	157,265	0	157,265	6,780.50	.00	150,484.50	4.3%	
PL200 OFFICE ADMINISTRATIVE COSTS								
<u>11430000 531000 OFFICE SUPPLIES</u>	800	0	800	.00	12.02	787.98	1.5%	
<u>11430000 531050 POSTAGE</u>	525	0	525	245.00	.00	280.00	46.7%	
<u>2016/01/000288</u> 01/29/2016 API	245.00 VND 014000 IN JAN POSTAGE PERSONL				COUNTY CLERK/POSTAGE POSTAGE		1011525	
<u>11430000 531060 PRINTING</u>	200	0	200	.00	.00	200.00	.0%	
<u>11430000 531065 ADVERTISING</u>	9,600	0	9,600	.00	.00	9,600.00	.0%	
<u>11430000 532000 BOOKS/PUBLICAT/SUB</u>	100	0	100	.00	.00	100.00	.0%	
<u>11430000 532500 DUES</u>	385	0	385	50.00	.00	335.00	13.0%	
<u>2016/01/000130</u> 01/15/2016 API	25.00 VND 003059 IN 16000119 WACPD DUES W A C P D				DUES		1011241	
<u>2016/01/000130</u> 01/15/2016 API	25.00 VND 006757 IN 16000123 LASHRM DUES LASHRM				DUES		1011211	
TOTAL OFFICE ADMINISTRATIVE COSTS	11,610	0	11,610	295.00	12.02	11,302.98	2.6%	
PL300 TECHNOLOGY & EQUIPMENT								
<u>11430000 522025 TELEPHONE</u>	242	0	242	.00	.00	242.00	.0%	
<u>11430000 553100 EQUIPMENT SERVICE</u>	1,668	0	1,668	133.00	.00	1,535.00	8.0%	
<u>2016/01/000284</u> 01/13/2016 API	133.00 VND 004998 IN I00270721 JANUARY				E O JOHNSON	I00270721	1011533	



MONROE COUNTY, WISCONSIN

02/01/2016 15:29
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Monroe County
MONTHLY COMMITTEE REPORT
PERSONNEL & BARGAINING

P 3
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FOR 2016 01		JOURNAL DETAIL 2016 1 TO 2016 1						
ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED	YTD ACTUAL	ENCUMBRANCES	AVAILABLE	PCT	
11430 PERSONNEL	APPROP	ADJSTMTS	BUDGET			BUDGET	USED	
TOTAL TECHNOLOGY & EQUIPMENT	1,910	0	1,910	133.00	.00	1,777.00	7.0%	
PL350 IT POOL								
11430000 599000 TECHNOLOGY POOL	893	0	893	.00	.00	893.00	.0%	
TOTAL IT POOL	893	0	893	.00	.00	893.00	.0%	
PL400 CONF / EDUCATION & TRAVEL								
11430000 533010 CONFERENCE/SEMINAR	1,175	0	1,175	125.00	.00	1,050.00	10.6%	
2016/01/000130 01/15/2016 API	125.00	VND 005753 IN 16000122	WPELRA CONF NPELRA		CONFERENCE		1011220	
11430000 533200 MILEAGE	1,352	0	1,352	.00	.00	1,352.00	.0%	
TOTAL CONF / EDUCATION & TRAVEL	2,527	0	2,527	125.00	.00	2,402.00	4.9%	
PL600 PROGRAM COSTS								
11430000 519000 LABOR RELATIONS	5,350	0	5,350	350.00	.00	5,000.00	6.5%	
2016/01/000130 01/15/2016 API	350.00	VND 004563 IN 1600121	RETAINER FEE WELD RILEY PRENN & R		LABOR RELATIONS		1011244	
TOTAL PROGRAM COSTS	5,350	0	5,350	350.00	.00	5,000.00	6.5%	
TOTAL PERSONNEL	179,555	0	179,555	7,683.50	12.02	171,859.48	4.3%	
TOTAL PERSONNEL	179,555	0	179,555	7,683.50	12.02	171,859.48	4.3%	
TOTAL EXPENSES	179,555	0	179,555	7,683.50	12.02	171,859.48		



MONROE COUNTY, WISCONSIN

02/01/2016 15:29
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Monroe County
MONTHLY COMMITTEE REPORT
PERSONNEL & BARGAINING

P 4
glytbdud

FOR 2016 01

JOURNAL DETAIL 2016 1 TO 2016 1

ACCOUNTS FOR:
11431 TRAINING

ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
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11431000 TRAINING

EE600 PROGRAM COSTS

<u>11431000 515700 EMP. EDUCATION & T</u>	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	



MONROE COUNTY, WISCONSIN

02/01/2016 15:29
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Monroe County
MONTHLY COMMITTEE REPORT
PERSONNEL & BARGAINING

P 5
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FOR 2016 01

JOURNAL DETAIL 2016 1 TO 2016 1

ACCOUNTS FOR:	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
11432 EMPLOYEE ASSISTANCE PROGRAM							
<hr/>							
11432000 EMPLOYEE ASSISTANCE PROGRAM							
<hr/>							
EA600 PROGRAM COSTS							
<hr/>							
<u>11432000 519100 EMPLOYEE ASSISTANC</u>	6,000	0	6,000	1,477.50	.00	4,522.50	24.6%
<u>2016/01/000288</u> 01/29/2016 API	1,477.50	VND 008441 IN 281059 EAP QTRLY		GUNDERSEN ADMINISTRA EAP JAN-MAR 16 MEM	1011543		
TOTAL PROGRAM COSTS	6,000	0	6,000	1,477.50	.00	4,522.50	24.6%
TOTAL EMPLOYEE ASSISTANCE PROGRAM	6,000	0	6,000	1,477.50	.00	4,522.50	24.6%
TOTAL EMPLOYEE ASSISTANCE PROGRAM	6,000	0	6,000	1,477.50	.00	4,522.50	24.6%
TOTAL EXPENSES	6,000	0	6,000	1,477.50	.00	4,522.50	



MONROE COUNTY, WISCONSIN

02/01/2016 15:29
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Monroe County
MONTHLY COMMITTEE REPORT
PERSONNEL & BARGAINING

P 6
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FOR 2016 01

JOURNAL DETAIL 2016 1 TO 2016 1

ACCOUNTS FOR:
11433 SECTION 125 FEES

ORIGINAL
APPROP

TRANFRS/
ADJSTMTS

REVISED
BUDGET

YTD ACTUAL

ENCUMBRANCES

AVAILABLE
BUDGET

PCT
USED

11433000 SECTION 125 FEES

SX600 PROGRAM COSTS

11433000 515080 SECTION 125 ADMIN

3,600

0

3,600

312.00

.00

3,288.00

8.7%

2016/01/000220 01/15/2016 API

312.00 VND 002558 IN 1426446 JAN HRA FSA EMPLOYEE BENEFITS CO JANUARY INV 142644 1011392

TOTAL PROGRAM COSTS

3,600

0

3,600

312.00

.00

3,288.00

8.7%

TOTAL SECTION 125 FEES

3,600

0

3,600

312.00

.00

3,288.00

8.7%

TOTAL SECTION 125 FEES

3,600

0

3,600

312.00

.00

3,288.00

8.7%

TOTAL EXPENSES

3,600

0

3,600

312.00

.00

3,288.00



MONROE COUNTY, WISCONSIN

02/01/2016 15:29
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Monroe County
MONTHLY COMMITTEE REPORT
PERSONNEL & BARGAINING

P 7
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FOR 2016 01

JOURNAL DETAIL 2016 1 TO 2016 1

ACCOUNTS FOR: 11434	HEALTH REIMBURSEMENT PROG	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
11434000 HEALTH REIMBURSEMENT PROG								
MR600 PROGRAM COSTS								
11434000 515770	MEDICAL EXPENSE RE	160,000	0	160,000	1,165.50	.00	158,834.50	.7%
2016/01/000220	01/15/2016 API	1,165.50	VND 002558 IN 1426446	JAN HRA FSA	EMPLOYEE BENEFITS CO	JANUARY INV 142644	1011392	
TOTAL PROGRAM COSTS		160,000	0	160,000	1,165.50	.00	158,834.50	.7%
TOTAL HEALTH REIMBURSEMENT PROG		160,000	0	160,000	1,165.50	.00	158,834.50	.7%
TOTAL HEALTH REIMBURSEMENT PROG		160,000	0	160,000	1,165.50	.00	158,834.50	.7%
TOTAL EXPENSES		160,000	0	160,000	1,165.50	.00	158,834.50	



MONROE COUNTY, WISCONSIN

02/01/2016 15:29
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Monroe County
MONTHLY COMMITTEE REPORT
PERSONNEL & BARGAINING

P 8
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FOR 2016 01

JOURNAL DETAIL 2016 1 TO 2016 1

ACCOUNTS FOR: 11435 RETIREMENT/FRINGE POOL	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
11435000 NON-LAPSING RETIREMENT/FRINGE							
FP600 PROGRAM COSTS							
11435000 515200 NON-LAPSING RETIRE	50,000	0	50,000	.00	.00	50,000.00	.0%
TOTAL PROGRAM COSTS	50,000	0	50,000	.00	.00	50,000.00	.0%
TOTAL NON-LAPSING RETIREMENT/FRINGE	50,000	0	50,000	.00	.00	50,000.00	.0%
TOTAL RETIREMENT/FRINGE POOL	50,000	0	50,000	.00	.00	50,000.00	.0%
TOTAL EXPENSES	50,000	0	50,000	.00	.00	50,000.00	



MONROE COUNTY, WISCONSIN

02/01/2016 15:29
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Monroe County
MONTHLY COMMITTEE REPORT
PERSONNEL & BARGAINING

P 9
glytbdud

FOR 2016 01

JOURNAL DETAIL 2016 1 TO 2016 1

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	419,155	0	419,155	10,638.50	12.02	408,504.48	2.5%

** END OF REPORT - Generated by LESLIE SCHREIER **

MONROE COUNTY
2013 - 2016 RATES FOR ELECTED OFFICIALS

<u>Elected Officials</u>	<u>2013 Rate</u>	<u>2014 Rate</u>	<u>2015 Rate</u>	<u>2016 Rate</u>
Sheriff	\$67,630.00 (0%)	\$67,630.00 (0%)	\$73,040.00 (8%)	\$73,770.00 (1%)
Clerk of Court	\$47,482.00 (0%)	\$47,482.00 (0%)	\$51,281.00 (8%)	\$51,794.00 (1%)
County Clerk	\$55,646.00 (0%)	\$55,646.00 (0%)	\$56,759.00 (2%)	\$57,894.00 (2%)
County Treasurer	\$50,553.00 (0%)	\$50,553.00 (0%)	\$51,564.00 (2%)	\$52,595.00 (2%)
Register of Deeds	\$49,109.00 (0%)	\$49,109.00 (0%)	\$50,091.00 (2%)	\$51,093.00 (2%)