



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, July 8, 2015

SUBJECT MATTER TO BE CONSIDERED

1. Call to order - Roll Call
2. Minutes approval - June 9, 2015 - Discussion/Action
3. Personnel budget review - Discussion Only
4. New Position Requests -
 - a. Land Conservation - Discussion/Action
 - b. Land Information - Discussion/Action
 - c. Maintenance - Discussion/Action
 - d. Human Services - Discussion/Action
 - e. Forestry & Parks - 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**: 7/1/15

Personnel and Bargaining Committee
MINUTES
June 9, 2015

1. Meeting was called to order at 3:30 pm by Chair P. Peterson in the Rolling Hills Activity Room.
Present: P. Peterson, B. Humphrey, C. Las, C. Schnitzler (arrived 3:40 pm)
Absent: C. King
Also present: K. Kittleson, Personnel Director; C. Schmit, County Administrator; R. Hamilton, Human Services Director; E. Smudde, Personnel Coordinator (arrived 3:50 pm)
 2. Motion to approve May 12 and May 27 Personnel and Bargaining Committee minutes by B. Humphrey, second by C. Las, and approved on a 3-0 vote. Motion to approve June 4 Bargaining Committee minutes by C. Las, second by P. Peterson, and approved on a 3-0 vote.
 3. Year to date budget reviewed, no action taken.
 4. Motion by C. Las to approve a new Economic Support Supervisor position effective August 1, 2015, second by C. Schnitzler, and approved on a 4-0 vote.
 5. Human Service Board recommendation will be included in item #7 below
 6. Motion to approve County Administrator evaluation form as revised by C. Schnitzler, second by C. Las, and approved on a 4-0 vote. Form will be forwarded to Administrative/Executive Committee for June 16 meeting.
 7. Motion to approve Bargaining Committee's Human Services professional employees' compensation resolution by C. Las, second by B. Humphrey, and approved on a 3-0 vote.
 8. Next meeting will be 9 am on Wednesday, July 8, in the Rolling Hills Activity Room, with new positions on the agenda.
- Motion to adjourn at 4:15 pm by C. Schnitzler, second by C. Las, and approved on a 4-0 roll call vote.

K.Kittleson, Recorder



MONROE COUNTY, WISCONSIN

Line item #3
Budget Review

07/05/2015 11:18
8516csch

Monroe County
MONTHLY YTD COMMITTEE REPORT
PERSONNEL & BARGAINING

P 1
glytdbud

FOR 2015 06

JOURNAL DETAIL 2015 6 TO 2015 6

ACCOUNTS FOR:	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
11430 PERSONNEL							
<u>11430000 461900 OTHER PERSONNEL RE</u>	0	0	0	-4.75	.00	4.75	100.0%
TOTAL UNDEFINED ROLLUP CODE	0	0	0	-4.75	.00	4.75	100.0%
PL100 SALARIES & FRINGE BENEFITS							
<u>11430000 511000 SALARIES</u>	120,769	33	120,802	56,159.64	.00	64,642.36	46.5%
<u>2015/06/000121</u> 06/11/2015 PRJ	4,650.40 REF 150611				WARRANT=150611	RUN=1 BI-WEEKL	
<u>2015/06/000304</u> 06/25/2015 PRJ	4,650.42 REF 150625				WARRANT=150625	RUN=1 BI-WEEKL	
<u>11430000 515005 RETIREMENT</u>	8,214	3	8,217	3,818.81	.00	4,398.19	46.5%
<u>2015/06/000121</u> 06/11/2015 PRJ	316.22 REF 150611				WARRANT=150611	RUN=1 BI-WEEKL	
<u>2015/06/000304</u> 06/25/2015 PRJ	316.22 REF 150625				WARRANT=150625	RUN=1 BI-WEEKL	
<u>11430000 515010 SOCIAL SECURITY</u>	7,489	2	7,491	3,425.17	.00	4,065.83	45.7%
<u>2015/06/000121</u> 06/11/2015 PRJ	283.68 REF 150611				WARRANT=150611	RUN=1 BI-WEEKL	
<u>2015/06/000304</u> 06/25/2015 PRJ	283.68 REF 150625				WARRANT=150625	RUN=1 BI-WEEKL	
<u>11430000 515015 MEDICARE</u>	1,753	1	1,754	801.10	.00	952.90	45.7%
<u>2015/06/000121</u> 06/11/2015 PRJ	66.35 REF 150611				WARRANT=150611	RUN=1 BI-WEEKL	
<u>2015/06/000304</u> 06/25/2015 PRJ	66.35 REF 150625				WARRANT=150625	RUN=1 BI-WEEKL	
<u>11430000 515020 HEALTH INSURANCE</u>	11,382	0	11,382	2,748.35	.00	8,633.65	24.1%
<u>2015/06/000121</u> 06/11/2015 PRJ	232.34 REF 150611				WARRANT=150611	RUN=1 BI-WEEKL	
<u>2015/06/000304</u> 06/25/2015 PRJ	232.34 REF 150625				WARRANT=150625	RUN=1 BI-WEEKL	
<u>11430000 515025 DENTAL INSURANCE</u>	502	0	502	125.16	.00	376.84	24.9%
<u>2015/06/000121</u> 06/11/2015 PRJ	20.86 REF 150611				WARRANT=150611	RUN=1 BI-WEEKL	
<u>11430000 515030 LIFE INSURANCE</u>	36	0	36	18.00	.00	18.00	50.0%
<u>2015/06/000121</u> 06/11/2015 PRJ	3.00 REF 150611				WARRANT=150611	RUN=1 BI-WEEKL	



MONROE COUNTY, WISCONSIN

Line item #3
Budget Review

07/05/2015 11:18
8516csch

Monroe County
MONTHLY YTD COMMITTEE REPORT
PERSONNEL & BARGAINING

P 2
glytdbud

FOR 2015 06

JOURNAL DETAIL 2015 6 TO 2015 6

ACCOUNTS FOR:	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
11430 PERSONNEL							
<u>11430000 515040 WORKERS COMP</u>	326	0	326	151.69	.00	174.31	46.5%
<u>2015/06/000121</u> 06/11/2015 PRJ	12.56 REF 150611				WARRANT=150611	RUN=1 BI-WEEKL	
<u>2015/06/000304</u> 06/25/2015 PRJ	12.56 REF 150625				WARRANT=150625	RUN=1 BI-WEEKL	
TOTAL SALARIES & FRINGE BENEFITS	150,471	39	150,510	67,247.92	.00	83,262.08	44.7%
<hr/> PL200 OFFICE ADMINISTRATIVE COSTS <hr/>							
<u>11430000 531000 OFFICE SUPPLIES</u>	500	0	500	142.44	.00	357.56	28.5%
<u>11430000 531050 POSTAGE</u>	525	0	525	147.00	.00	378.00	28.0%
<u>11430000 531060 PRINTING</u>	200	0	200	.00	.00	200.00	.0%
<u>11430000 531065 ADVERTISING</u>	8,400	0	8,400	6,225.03	.00	2,174.97	74.1%*
<u>2015/06/000240</u> 06/19/2015 API	177.90 VND 001038	IN ADVERTISING JUNE			MONROE COUNTY PUBLIS	ADVERTISING	1005897
<u>2015/06/000240</u> 06/19/2015 API	1,304.38 VND 006499	IN 116.60004555 MAY			RIVER VALLEY NEWSPAP	ADVERTISING	1005910
<u>11430000 532000 BOOKS/PUBLICAT/SUB</u>	100	0	100	.00	.00	100.00	.0%
<u>11430000 532500 DUES</u>	385	0	385	215.00	.00	170.00	55.8%*
TOTAL OFFICE ADMINISTRATIVE COSTS	10,110	0	10,110	6,729.47	.00	3,380.53	66.6%
<hr/> PL300 TECHNOLOGY & EQUIPMENT <hr/>							
<u>11430000 522025 TELEPHONE</u>	242	0	242	48.09	.00	193.91	19.9%
<u>2015/06/000157</u> 06/12/2015 API	12.88 VND 002764	IN 1338496240			CENTURYLINK COMMUNIC	CENTURYLINK 04/30/	1005656
<u>11430000 553100 EQUIPMENT SERVICE</u>	1,668	0	1,668	665.00	.00	1,003.00	39.9%
<u>2015/06/000157</u> 06/12/2015 API	133.00 VND 002932	IN I00229476			E O JOHNSON OFFICE T	I00229476	1005672



MONROE COUNTY, WISCONSIN

07/05/2015 11:18
8516csch

Monroe County
MONTHLY YTD COMMITTEE REPORT
PERSONNEL & BARGAINING

P 3
glytddbud

FOR 2015 06

JOURNAL DETAIL 2015 6 TO 2015 6

ACCOUNTS FOR: 11430 PERSONNEL	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
TOTAL TECHNOLOGY & EQUIPMENT	1,910	0	1,910	713.09	.00	1,196.91	37.3%
<u>PL350 IT POOL</u>							
11430000 599000 TECHNOLOGY POOL	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>							
11430000 533010 CONFERENCE/SEMINAR	1,110	0	1,110	587.33	.00	522.67	52.9%*
11430000 533200 MILEAGE	1,300	0	1,300	513.00	.00	787.00	39.5%
TOTAL CONF / EDUCATION & TRAVEL	2,410	0	2,410	1,100.33	.00	1,309.67	45.7%
<u>PL600 PROGRAM COSTS</u>							
11430000 519000 LABOR RELATIONS	5,350	0	5,350	350.00	100.00	4,900.00	8.4%
TOTAL PROGRAM COSTS	5,350	0	5,350	350.00	100.00	4,900.00	8.4%
TOTAL PERSONNEL	170,904	39	170,943	76,789.06	100.00	94,053.94	45.0%
TOTAL PERSONNEL	170,904	39	170,943	76,789.06	100.00	94,053.94	45.0%
TOTAL REVENUES	0	0	0	-4.75	.00	4.75	
TOTAL EXPENSES	170,904	39	170,943	76,793.81	100.00	94,049.19	



MONROE COUNTY, WISCONSIN

07/05/2015 11:18
8516csch

Monroe County
MONTHLY YTD COMMITTEE REPORT
PERSONNEL & BARGAINING

P 4
glytbdud

FOR 2015 06

JOURNAL DETAIL 2015 6 TO 2015 6

ACCOUNTS FOR:
11431 TRAINING

ORIGINAL
APPROP

TRANFRS/
ADJSTMTS

REVISED
BUDGET

YTD ACTUAL

ENCUMBRANCES

AVAILABLE
BUDGET

PCT
USED

11431000 TRAINING

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



MONROE COUNTY, WISCONSIN

07/05/2015 11:18
8516csch

Monroe County
MONTHLY YTD COMMITTEE REPORT
PERSONNEL & BARGAINING

P 5
glytbdud

FOR 2015 06

JOURNAL DETAIL 2015 6 TO 2015 6

ACCOUNTS FOR:	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
11432 11432 EMPLOYEE ASSISTANCE PROGRAM							
<hr/>							
11432000 EMPLOYEE ASSISTANCE PROGRAM							
<hr/>							
EA600 PROGRAM COSTS							
<hr/>							
<u>11432000 519100 EMPLOYEE ASSISTANC</u>	5,000	0	5,000	1,250.00	1,250.00	2,500.00	50.0%*
TOTAL PROGRAM COSTS	5,000	0	5,000	1,250.00	1,250.00	2,500.00	50.0%
TOTAL EMPLOYEE ASSISTANCE PROGRAM	5,000	0	5,000	1,250.00	1,250.00	2,500.00	50.0%
TOTAL EMPLOYEE ASSISTANCE PROGRAM	5,000	0	5,000	1,250.00	1,250.00	2,500.00	50.0%
TOTAL EXPENSES	5,000	0	5,000	1,250.00	1,250.00	2,500.00	



MONROE COUNTY, WISCONSIN

07/05/2015 11:18
8516csch

Monroe County
MONTHLY YTD COMMITTEE REPORT
PERSONNEL & BARGAINING

P 6
glytdbud

FOR 2015 06

JOURNAL DETAIL 2015 6 TO 2015 6

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							
<u>11433000 515080 SECTION 125 ADMIN</u>	3,600	0	3,600	1,611.50	.00	1,988.50	44.8%
<u>2015/06/000237</u> 06/18/2015 API	264.00	VND 002558 IN JUNE	INV 1264258	EMPLOYEE BENEFITS CO JUNE	INV 1264258	H 1005855	
TOTAL PROGRAM COSTS	3,600	0	3,600	1,611.50	.00	1,988.50	44.8%
TOTAL SECTION 125 FEES	3,600	0	3,600	1,611.50	.00	1,988.50	44.8%
TOTAL SECTION 125 FEES	3,600	0	3,600	1,611.50	.00	1,988.50	44.8%
TOTAL EXPENSES	3,600	0	3,600	1,611.50	.00	1,988.50	



MONROE COUNTY, WISCONSIN

07/05/2015 11:18
8516csch

Monroe County
MONTHLY YTD COMMITTEE REPORT
PERSONNEL & BARGAINING

P 7
glytddbud

FOR 2015 06

JOURNAL DETAIL 2015 6 TO 2015 6

ACCOUNTS FOR: 11434	HEALTH REIMBURSEMENT PROG	ORIGINAL APPROP	TRNFERS/ 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	54,103.87	520.00	105,376.13	34.1%
2015/06/000237	06/18/2015 API	1,165.50	VND 002558 IN JUNE INV	1264258	EMPLOYEE BENEFITS CO JUNE INV	1264258	H 1005855	
TOTAL PROGRAM COSTS		160,000	0	160,000	54,103.87	520.00	105,376.13	34.1%
TOTAL HEALTH REIMBURSEMENT PROG		160,000	0	160,000	54,103.87	520.00	105,376.13	34.1%
TOTAL HEALTH REIMBURSEMENT PROG		160,000	0	160,000	54,103.87	520.00	105,376.13	34.1%
TOTAL EXPENSES		160,000	0	160,000	54,103.87	520.00	105,376.13	



MONROE COUNTY, WISCONSIN

07/05/2015 11:18
8516csch

Monroe County
MONTHLY YTD COMMITTEE REPORT
PERSONNEL & BARGAINING

P 8
glytdbud

FOR 2015 06

JOURNAL DETAIL 2015 6 TO 2015 6

ACCOUNTS FOR:	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
11435 RETIREMENT/FRINGE POOL							
<hr/>							
11435000 NON-LAPSING RETIREMENT/FRINGE							
<hr/>							
FP600 PROGRAM COSTS							
<hr/>							
11435000 515200 NON-LAPSING RETIRE	33,300	11,962	45,262	15,548.15	.00	29,713.71	34.4%
TOTAL PROGRAM COSTS	33,300	11,962	45,262	15,548.15	.00	29,713.71	34.4%
TOTAL NON-LAPSING RETIREMENT/FRINGE	33,300	11,962	45,262	15,548.15	.00	29,713.71	34.4%
TOTAL RETIREMENT/FRINGE POOL	33,300	11,962	45,262	15,548.15	.00	29,713.71	34.4%
TOTAL EXPENSES	33,300	11,962	45,262	15,548.15	.00	29,713.71	



MONROE COUNTY, WISCONSIN

07/05/2015 11:18
8516csch

Monroe County
MONTHLY YTD COMMITTEE REPORT
PERSONNEL & BARGAINING

P 9
glytdbud

FOR 2015 06

JOURNAL DETAIL 2015 6 TO 2015 6

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	392,804	12,001	404,805	149,302.58	1,870.00	253,632.28	37.3%

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

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: Land Conservation Date: 5/27/15

Department Head: Bob Micheel

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 LCD programs and landowners of Monroe County are being underserved without an office clerk. The existing professional staff are side tracked and sometimes consumed with clerical/non-essential duties when they were hired to provide a professional service to the residents of Monroe County. Support staff is a key component of being successful in implementing Federal, State and Local conservation programs. Monroe County has dropped numerous programs, education efforts and staff time in the field since the clerical staff was not re-hired in 2007.

Suggested Title: Land Conservation - Office Clerk II

Full Time Part Time /hrs.

Personnel Director's Recommended Classification: Grade 17

Projected Start Date: January 2016

C. General Description of the Position: The Land Conservation - Office Clerk II provides support for the LCD office and staff. This position is the first point of contact for landowners/customers when contacting the Land Conservation Department. They will be responsible for answering questions or request and directing the customer to the right professional. This person should have a working knowledge of programs & responsibilities of the LCD and their conservation partners. Strong communication skills coupled with a working knowledge of the LCD computer programs/software will be a priority for this position.

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

1. Performs reception duties for the LCD office. Receives, sorts and distributes mail, directs customers to the appropriate personnel/agency & or directly handles the request.
2. Provide basic clerical support for all technical and professional staff (Word, Excel, Access, and Power-Point).
3. Responsible for all related departmental minutes and agendas.
4. Maintains financial tracking database for LCD budget items & vendor information, prepares and post bills utilizing county software (MUNIS); tracks and prepares annual reports for State and Federal programs as directed by the County Conservationist.

5. Maintains, bills, collects permit fees for non-metallic mining, manure storage, and crop rental acreage for Monroe County.
6. Coordinates and organizes special events: conservation awards, banquets, meetings, trainings, and speaking contest, etc. This would also include development/assisting the LCD school - conservation educational program.
7. Develops, designs, edits, and disseminates conservation information, education materials, department newsletter, etc. Update and maintain LCD website.
8. Maintain/assemble landowner conservation files, contracts, GIS maps, etc.
9. Responsible for maintaining and ordering general office supplies, including keeping a general inventory of all LCD assets.
10. Maintain LCD contractor list/contact list; mail out project bid notices, bid invites, bid results, etc.

E. Minimum Qualifications of a Candidate:

Education: High School Diploma; Associated degree in business/accounting or related field with advanced training in business administration, bookkeeping and accounting.

Experience: A minimum of 2 years of office management experience and or a combination of training and experience which provides the required knowledge and skills. Requires computer experience utilizing Microsoft Programs (Database, Word, Excel, Access, and Power Point) and accounting applications.

F: Funding:

Annual costs (with full family insurance coverage):

Grade	Hourly	Annual	Retire- ment	Social Security	Health Ins.	Dental Ins.	Life Ins.	Work Comp
17	\$13.50	\$28,080	\$1,909	\$1,741	\$13,104	\$779	\$18	\$76

1. Where will the funds for this position come from: Combination of outside funding sources and County Levy (See attached: funding sources)

2. What equipment will need to be purchased (desk, etc.)? Updated Computer system.

Is office space presently available? Yes Where? Front door

Estimated equipment cost: _____

Is this cost in the department budget? _____

3. Grand total cost, all items, this fiscal year: \$0.00

4. Thereafter, annual cost of salary and fringes: \$46,115.00

G. Supervisory responsibility (if applicable):

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

2. Employees directly supervised: _____ Indirectly: _____

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

H. Who will this person be responsible to? County Conservationist/Director

COUNTY ADMINISTRATOR Action:

Approval date: _____

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

RESOLUTION NO. _____

RESOLUTION AUTHORIZING ESTABLISHMENT OF AN OFFICE CLERK II POSITION IN THE MONROE COUNTY LAND CONSERVATION DEPARTMENT

WHEREAS, the Monroe County Land Conservation, Forestry & Parks Committee and Personnel & Bargaining Committee request the establishment of an Office Clerk II position in the Land Conservation Department (LCD); and

WHEREAS, the LCD programs and landowners of Monroe County are being underserved without clerical support in the department, and existing professional staff are sidetracked and sometimes consumed with clerical and non-essential duties when they were hired to provide professional service to the residents of Monroe County.

NOW, THEREFORE, BE IT RESOLVED by the Monroe County Board of Supervisors that they do hereby authorize the establishment of an Office Clerk II position in the Land Conservation Department effective January 1, 2016.

Dated this 22nd day of July 2015.

OFFERED BY THE PERSONNEL & BARGAINING COMMITTEE:

Land Conservation, Forestry & Parks review: June 16, 2015
Personnel & Bargaining Committee action: July 8, 2015
Finance Committee review: July 15, 2015
Approved by County Administrator:
Approved by Corporation Counsel:

Fiscal note: The position will be included in the 2016 budget, and the cost of the position is \$46,115 for 2016.

PURPOSE: Approve an Office Clerk II position in the Land Conservation Department effective January 1, 2016.

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

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

A. Department: Maintenance

B. Date: 6-29-2015

Department Head: Garry Spohn

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):

Our present staff already is forced to extend some preventive work to keep up with work requests. Many of our buildings are old and equipment Failures common. With the addition of the Citizens bank building and new Justice building we will not keep up. Contracting would cost 3-4 times as much. Vernon County has 1.6 positions just for their 152 bed jail. Both Vernon and Eau Claire Counties told me that the first 12-18 months was the worst. Many things not covered by warranty needed to be addressed. Matt at Eau Claire County said that he kept two full time people working at the jail the first year. Dan at Vernon said that he started out getting called in afterhours frequently. Sometimes 3 times a week. Many of our vendors are not local and response time would be long. We would need to verify before calling them. If it was not warranty we would receive a bill.

Suggested Title: Maintenance Technician Full Time X Part Time /hrs

Personnel Director's Recommended Classification: Grade 12

Projected Start Date: January 1, 2016

C. General Description of the Position: Under the general supervision of the Building Manager, the Maintenance Technician oversees, implements, and evaluates the preventive maintenance and repair of equipment to maintain the physical plant and grounds of all county buildings.

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

1. Diagnose and repair heating, ventilating and air conditioning eq.
2. Diagnose and repair access controls.
3. Diagnose and repair electrical circuits as allowed by law.
4. Operate and adjust building automated controls as needed.
5. Plumbing with copper, galvanized pipe, pvc, pex, and cast iron.
6. Service and Operate Generators, Tractors, Trucks, Skid Loader.
7. Operate, Maintain and repair our water booster station.
8. Troubleshoot and repair Nurse call systems and alarm systems.

E. Minimum Qualifications of a Candidate:

Education: Two year degree in mechanical, electrical, HVAC or related field. Preference to HVAC.

Experience: Minimum of 5 years directly related "hands on" work experience or equivalent combination of education and experience

F: Funding:

Annual costs (with full family insurance coverage):

Grade	Hourly	Annual	Retire- ment	Social Security	Health Ins.	Dental Ins.	Life Ins.	Work Comp
12	21.62	44,970	3,058	2,789	13,368	779	18	1,583

1. Where will the funds for this position come from: The funds will be included in the 2016 annual budget

2. What equipment will need to be purchased (desk, etc.)? A small amount of hand tools.

Is office space presently available? Yes Where? Share current

Estimated equipment cost: Probably under \$500.00

Is this cost in the department budget? Yes

3. Grand total cost, all items, this fiscal year: \$500.00

4. Thereafter, annual cost of salary and fringes: 67,217

G. Supervisory responsibility (if applicable):

1. In brief detail, explain the supervisory authority this position will have: Quasi administrative and may function as Building Manager in the absence of the Department Head.

2. Employees directly supervised: 0 Indirectly: 8

List title of employees reporting to this position:

_____ _____ _____	_____ _____ _____
-------------------------	-------------------------

H. Who will this person be responsible to? Property Manager_____

COUNTY ADMINISTRATOR Action:

Approval date: _____

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

RESOLUTION NO. _____

RESOLUTION AUTHORIZING ESTABLISHMENT OF A MAINTENANCE
TECHNICIAN POSITION IN THE MAINTENANCE DEPARTMENT

WHEREAS, the Monroe County Property & Purchasing Committee and Personnel & Bargaining Committee request the establishment of a full-time Maintenance Technician position in the Maintenance Department; and

WHEREAS, this position oversees, implements and evaluates the preventive maintenance and repair of equipment to maintain the physical plant and grounds of all county buildings. The addition of the new Justice Center requires additional maintenance staff.

NOW, THEREFORE, BE IT RESOLVED by the Monroe County Board of Supervisors that they do hereby authorize the establishment of a Maintenance Technician position in the Maintenance Department effective January 1, 2016.

Dated this 22nd day of July 2015.

OFFERED BY THE PERSONNEL & BARGAINING COMMITTEE:

Property & Purchasing Committee review:
Personnel & Bargaining Committee action: July 8, 2015
Finance Committee review: July 15, 2015
Approved by County Administrator:
Approved by Corporation Counsel:

Fiscal note: \$67,517 to be budgeted for 2016.

PURPOSE: Approve a Maintenance Technician position in the Maintenance Department effective January 1, 2016.

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: Human Services Date: 6/18/2015

Department Head: Ron Hamilton

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):

Monroe County DHS Children's Long Term Support Services (CLTS) has a current wait list of 50 children. This additional position will allow for 20-25 additional children, some of the most vulnerable children in our county to begin receiving services in 2016. We are currently under serving these children and their families. In 2014 we underutilized \$112,000 of state and federal funding available to Monroe County CLTS. These funds are not allowed to be used in other programs and were returned to the State. Additionally we were unable to claim approximately \$9,000 in Administrative cost due to the underutilization of funding. We clearly have an identified need and an identified funding source. This new position is able to be supported through Case Management Medical Assistance billing. Our current case management billing is at \$90.68/hr. Billing at a 33% rate will cover the cost of the position. Beginning in January 2016 the CLTS Program will become a part of the Western Region Integrated Care Consortia. This additional position will not increase county tax levy.

Suggested Title: CFS Social Worker Full Time Part Time /hrs

Personnel Director's Recommended Classification: Grade 11

Projected Start Date: 1/1/2016

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

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

- 1. See attached Job description
- 2. _____
- 3. _____
- 4. _____
- 5. _____
- 6. _____

List title of employees reporting to this position:

N/A

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

Human Services Committee Action:

Position approved X Position denied _____ by a vote of 5-0, 4 Absent

Date: 6/18/15

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

Title: Human Services Social Worker I CFS - Designated Service Program
Department: Human Services (work site: 14301 County Hwy B, Sparta)

Title of Immediate Supervisor: Social Work Supervisor (Children and Family Services)

Basic Functions and Responsibilities: Works with children and families of children with special needs (developmental, severe emotional, and physical disabilities). Screen children for functional eligibility for a designated service program, i.e., Birth-To-Three, Children's Long Term Support or Family Support.

Essential Duties and Responsibilities:

- Screen children for functional and financial eligibility in designated service programs;
- Responsible for overall case management of eligible children and families in designated service program;
- Develop, assess, and update Individual Service Plans (ISP) for children
- Provides advocacy, information, and resources to eligible children and families;
- Coordination of services provided under the specified guidelines of the designated service program;
- Provide direct contact with clients and make appropriate collateral service contacts;
- Participate in wrap around service coordination through meeting with children and their families; attend Individual Educational Plan (IEP) meetings in the local school system; meet/consult with other professionals involved in the delivery of services to child and families;
- Responsible for balancing the needs of children and families in designated service program with federal and state requirements;
- Provide targeted case management for billing;
- Provide transitional and relocation assistance for children and families who by age exceed the guidelines for designated service program

Physical demands: A large percentage of time is spent Sitting, walking, talking, hearing, fingering, using judgment. Stands, stoops, climbs, bends, reaches, uses near and far vision, lifts, pushes/pulls up to 10 pounds, carries up to 40 pounds, is exposed to adverse weather, potential for physical attack, travels to and moves about county sites and homes intermittently.

Supervision Exercised:
None.

Qualifications

1. Bachelor's degree with major in social work or related degree programs (i.e., sociology, psychology, or guidance and counseling), with a minimum of four years social work in a human services agency with a case manager of support and service coordination;
2. Certified, or eligible for certification, under 2001 Wisconsin Act 80; Wisconsin \$457.08.
3. Valid Wisconsin driver's license, reliable transportation, and sufficient driver liability insurance.
4. Computer skills

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: _____

Reviewed: 2/13
Hsswldp

RESOLUTION NO. _____

RESOLUTION AUTHORIZING ESTABLISHMENT OF A SOCIAL WORKER I POSITION IN THE MONROE COUNTY HUMAN SERVICES DEPARTMENT

WHEREAS, the Monroe County Human Services Board and Personnel & Bargaining Committee request the establishment of an additional Social Worker I position in the Human Services Department; and

WHEREAS, the Children's Long Term Support Services (CLTS) has a current waiting list of 50 children, and this position will allow for 20-25 of the most vulnerable children to begin receiving services in 2016. Beginning in January 2016, the CLTS program will become a part of the Western Region Integrated Care Consortium.

NOW, THEREFORE, BE IT RESOLVED by the Monroe County Board of Supervisors that they do hereby authorize the establishment of a Social Worker I position in the Human Services Department effective January 1, 2016. If State funding ceases, the position will be reviewed.

Dated this 22nd day of July 2015.

OFFERED BY THE PERSONNEL & BARGAINING COMMITTEE:

Human Services Board review: June 18, 2015
Personnel & Bargaining Committee action: July 8, 2015
Finance Committee review: July 15, 2015
Approved by County Administrator:
Approved by Corporation Counsel:

Fiscal note: The position will be funded by the WREA Consortium with no additional Monroe County tax levy. Cost of the position is \$65,768 for 2016.

PURPOSE: Approve a Social Worker position in the Human Services Department at no increase in County levy.