



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: Tuesday, May 12, 2015

SUBJECT MATTER TO BE CONSIDERED

1. Call to order - Roll Call
2. Minutes approval - April 8, 2015 - Discussion/Action
3. Personnel budget review - Discussion Only
4. County Administrator evaluation form - Discussion/Action
5. Human Services Compensation resolution - Discussion/Action
6. Topics and meeting date/time for next month's agenda - Discussion/Action
7. CLOSED SESSION of the Bargaining Committee under 19.82(1) at approximately 9:30 am to discuss bargaining strategy with Human Services Professional union.
8. 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: 5/7/15

Personnel and Bargaining Committee
MINUTES
April 8, 2015

1. Meeting was called to order at 9:00 am by Chair P. Peterson in the Rolling Hills Activity Room.
Present: P. Peterson, B. Humphrey, C. King
Absent: C. Las, C. Schnitzler
Also present: K. Kittleson, Personnel Director; S. Nelson, Health Director
2. Motion to approve March minutes by B. Humphrey, second by C. King, and approved on a 3-0 vote.
3. Year to date budget reviewed, no action taken.
4. Motion by B. Humphrey to allow a one-time exception for a Public Health Nurse to transfer mid-year from benefit to no-benefit status, second by C. King, and approved on a 3-0 vote.
5. Motion to approve "aging" the compensation plan by 1.57% effective July 1, 2015, by B. Humphrey, second by P. Peterson, and approved on a 2-1 vote (King, no)

Motion to adjourn at 9:20 am by B. Humphrey, second by C. King, and approved on a 3-0 vote.

K.Kittleson, Recorder



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FOR 2015 04

JOURNAL DETAIL 2015 4 TO 2015 4

ACCOUNTS FOR:	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
11430 PERSONNEL							
<hr/>							
11430000 PERSONNEL							
<hr/>							
11430000 461900 OTHER PERSONNEL RE	0	0	0	-4.75	.00	4.75	100.0%
TOTAL UNDEFINED ROLLUP CODE	0	0	0	-4.75	.00	4.75	100.0%
<hr/>							
PL100 SALARIES & FRINGE BENEFITS							
<hr/>							
11430000 511000 SALARIES	120,769	0	120,769	37,558.02	.00	83,210.98	31.1%
2015/04/000002 04/02/2015 PRJ	4,557.60	REF 150402			WARRANT=150402	RUN=1 BI-WEEKL	
2015/04/000137 04/16/2015 PRJ	4,650.40	REF 150416			WARRANT=150416	RUN=1 BI-WEEKL	
2015/04/000342 04/30/2015 PRJ	4,650.40	REF 150430			WARRANT=150430	RUN=1 BI-WEEKL	
11430000 515005 RETIREMENT	8,214	0	8,214	2,553.93	.00	5,660.07	31.1%
2015/04/000002 04/02/2015 PRJ	309.92	REF 150402			WARRANT=150402	RUN=1 BI-WEEKL	
2015/04/000137 04/16/2015 PRJ	316.22	REF 150416			WARRANT=150416	RUN=1 BI-WEEKL	
2015/04/000342 04/30/2015 PRJ	316.22	REF 150430			WARRANT=150430	RUN=1 BI-WEEKL	
11430000 515010 SOCIAL SECURITY	7,489	0	7,489	2,290.45	.00	5,198.55	30.6%
2015/04/000002 04/02/2015 PRJ	277.92	REF 150402			WARRANT=150402	RUN=1 BI-WEEKL	
2015/04/000137 04/16/2015 PRJ	283.68	REF 150416			WARRANT=150416	RUN=1 BI-WEEKL	
2015/04/000342 04/30/2015 PRJ	283.68	REF 150430			WARRANT=150430	RUN=1 BI-WEEKL	
11430000 515015 MEDICARE	1,753	0	1,753	535.70	.00	1,217.30	30.6%
2015/04/000002 04/02/2015 PRJ	65.00	REF 150402			WARRANT=150402	RUN=1 BI-WEEKL	
2015/04/000137 04/16/2015 PRJ	66.35	REF 150416			WARRANT=150416	RUN=1 BI-WEEKL	
2015/04/000342 04/30/2015 PRJ	66.35	REF 150430			WARRANT=150430	RUN=1 BI-WEEKL	
11430000 515020 HEALTH INSURANCE	11,382	0	11,382	1,818.99	.00	9,563.01	16.0%
2015/04/000002 04/02/2015 PRJ	232.34	REF 150402			WARRANT=150402	RUN=1 BI-WEEKL	
2015/04/000137 04/16/2015 PRJ	232.34	REF 150416			WARRANT=150416	RUN=1 BI-WEEKL	
11430000 515025 DENTAL INSURANCE	502	0	502	83.44	.00	418.56	16.6%
2015/04/000002 04/02/2015 PRJ	20.86	REF 150402			WARRANT=150402	RUN=1 BI-WEEKL	



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ACCOUNTS FOR: 11430 PERSONNEL	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
<u>11430000 515030 LIFE INSURANCE</u>	36	0	36	12.00	.00	24.00	33.3%
<u>2015/04/000002 04/02/2015 PRJ</u>	3.00 REF 150402				WARRANT=150402 RUN=1 BI-WEEKL		
<u>11430000 515040 WORKERS COMP</u>	326	0	326	101.45	.00	224.55	31.1%
<u>2015/04/000002 04/02/2015 PRJ</u>	12.31 REF 150402				WARRANT=150402 RUN=1 BI-WEEKL		
<u>2015/04/000137 04/16/2015 PRJ</u>	12.56 REF 150416				WARRANT=150416 RUN=1 BI-WEEKL		
<u>2015/04/000342 04/30/2015 PRJ</u>	12.56 REF 150430				WARRANT=150430 RUN=1 BI-WEEKL		
TOTAL SALARIES & FRINGE BENEFITS	150,471	0	150,471	44,953.98	.00	105,517.02	29.9%
<u>PL200 OFFICE ADMINISTRATIVE COSTS</u>							
<u>11430000 531000 OFFICE SUPPLIES</u>	500	0	500	.00	181.00	319.00	36.2%
<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	2,702.73	.00	5,697.27	32.2%
<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	3,064.73	181.00	6,864.27	32.1%
<u>PL300 TECHNOLOGY & EQUIPMENT</u>							
<u>11430000 522025 TELEPHONE</u>	242	0	242	23.77	11.44	206.79	14.5%



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ACCOUNTS FOR: 11430 PERSONNEL	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
JOURNAL DETAIL 2015 4 TO 2015 4							
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<u>11430000 553100 EQUIPMENT SERVICE</u>	1,668	0	1,668	399.00	133.00	1,136.00	31.9%
TOTAL TECHNOLOGY & EQUIPMENT	1,910	0	1,910	422.77	144.44	1,342.79	29.7%
<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%
<u>11430000 533200 MILEAGE</u>	1,300	0	1,300	290.00	.00	1,010.00	22.3%
2015/04/000002 04/02/2015 PRJ	85.00	REF 150402			WARRANT=150402	RUN=1 BI-WEEKL	
TOTAL CONF / EDUCATION & TRAVEL	2,410	0	2,410	810.00	.00	1,600.00	33.6%
<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	50,249.73	325.44	120,328.83	29.6%
TOTAL PERSONNEL	170,904	0	170,904	50,249.73	325.44	120,328.83	29.6%
TOTAL REVENUES	0	0	0	-4.75	.00	4.75	
TOTAL EXPENSES	170,904	0	170,904	50,254.48	325.44	120,324.08	



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ACCOUNTS FOR:	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
11431 TRAINING							
<hr/>							
11431000 TRAINING							
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EE600 PROGRAM COSTS							
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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	



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ACCOUNTS FOR:	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
11432 EMPLOYEE ASSISTANCE PROGRAM							
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11432000 EMPLOYEE ASSISTANCE PROGRAM							
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EA600 PROGRAM COSTS							
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11432000 519100 EMPLOYEE ASSISTANC	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	



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ACCOUNTS FOR:	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
11433 SECTION 125 FEES							
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11433000 SECTION 125 FEES							
<hr/>							
SX600 PROGRAM COSTS							
<hr/>							
11433000 515080 SECTION 125 ADMIN	3,600	0	3,600	1,083.50	.00	2,516.50	30.1%
2015/04/000292 04/17/2015 API	272.00	VND 002558	IN INV 1216024	EMPLOYEE BENEFITS CO	APRIL INV 1216024	1004472	
TOTAL PROGRAM COSTS	3,600	0	3,600	1,083.50	.00	2,516.50	30.1%
TOTAL SECTION 125 FEES	3,600	0	3,600	1,083.50	.00	2,516.50	30.1%
TOTAL SECTION 125 FEES	3,600	0	3,600	1,083.50	.00	2,516.50	30.1%
TOTAL EXPENSES	3,600	0	3,600	1,083.50	.00	2,516.50	



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ACCOUNTS FOR:	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
11434 HEALTH REIMBURSEMENT PROG							
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11434000 HEALTH REIMBURSEMENT PROG							
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MR600 PROGRAM COSTS							
<hr/>							
<u>11434000 515770 MEDICAL EXPENSE RE</u>	160,000	0	160,000	20,677.94	.00	139,322.06	12.9%
<u>2015/04/000292 04/17/2015 API</u>	1,161.00	VND 002558 IN INV 1216024				EMPLOYEE BENEFITS CO APRIL INV 1216024	1004472
TOTAL PROGRAM COSTS	160,000	0	160,000	20,677.94	.00	139,322.06	12.9%
TOTAL HEALTH REIMBURSEMENT PROG	160,000	0	160,000	20,677.94	.00	139,322.06	12.9%
TOTAL HEALTH REIMBURSEMENT PROG	160,000	0	160,000	20,677.94	.00	139,322.06	12.9%
TOTAL EXPENSES	160,000	0	160,000	20,677.94	.00	139,322.06	



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ACCOUNTS FOR:	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
11435 RETIREMENT/FRINGE POOL							
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11435000 NON-LAPSING RETIREMENT/FRINGE							
<hr/>							
FP600 PROGRAM COSTS							
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11435000 515200 NON-LAPSING RETIRE	33,300	9,560	42,860	15,548.15	.00	27,311.71	36.3%
TOTAL PROGRAM COSTS	33,300	9,560	42,860	15,548.15	.00	27,311.71	36.3%
TOTAL NON-LAPSING RETIREMENT/FRINGE	33,300	9,560	42,860	15,548.15	.00	27,311.71	36.3%
TOTAL RETIREMENT/FRINGE POOL	33,300	9,560	42,860	15,548.15	.00	27,311.71	36.3%
TOTAL EXPENSES	33,300	9,560	42,860	15,548.15	.00	27,311.71	



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	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	392,804	9,560	402,364	88,809.32	1,575.44	311,979.10	22.5%

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



Monroe County Administrator Performance Evaluation

Name: _____

Date: _____

Reviewed by: Administrative and Executive Committee

Note: Reviewer is to place an "X" in the column under the category that best describes performance in the area of assessment. Reviewers are also strongly encouraged to add written or typed comments for each category.

<u>Professional Knowledge</u>	Exceptional	Exceeds Expectations	Meets Expectations	Below Expectations	Needs Improvement	Evaluator has no basis for judgment
Demonstrates thorough knowledge and understanding of finances, policies, procedures, processes, resolutions, state and federal laws and regulations, and county operations						
Keeps abreast of critical trends, practices and conditions inside and outside of the organization						
Demonstrates commitment to continuously enhancing professional knowledge and capability (does professional reading and research; attends seminars and conferences; actively participates in professional development opportunities).						
Comments:						

<u>Leadership</u>	Exceptional	Exceeds Expectations	Meets Expectations	Below Expectations	Needs Improvement	Evaluator has no basis for judgment
Sets an effective example of high personal standards and integrity with the drive and energy to achieve established goals						
Inspires trust and confidence with staff, and county commission						
Functions as an effective member of a work group gaining respect and cooperation from others						
Comments:						

<u>Communication</u>	Exceptional	Exceeds Expectations	Meets Expectations	Below Expectations	Needs Improvement	Evaluator has no basis for judgment
Practices timely and effective communication with county commission and department heads regarding issues and concerns of the county						
Listens attentively and effectively						
Speaks and writes logically, clearly, and concisely						
Encourages and uses feedback						
Makes logical and well-organized presentations						
Comments:						

<u>Planning and Innovation</u>	Exceptional	Exceeds Expectations	Meets Expectations	Below Expectations	Needs Improvement	Evaluator has no basis for judgment
Establishes and effectively uses appropriate mechanisms to anticipate trends and opportunities						
Develops and implements alternative strategies for dealing with change and planning for the future						
Uses creative and innovative problem-solving strategies for adapting to uncertainties and complexities						
Fosters a climate of innovation and continuous improvement						
Takes appropriate and prudent risks to move the county forward						
Comments:						

<u>Managing Results and Resources</u>	Exceptional	Exceeds Expectations	Meets Expectations	Below Expectations	Needs Improvement	Evaluator has no basis for judgment
Ensures that programs, services and projects provide results that matter to the county cost effectively and within budget						
Effectively uses both qualitative and quantitative measures to manage performance						
Ensures that prudent financial management is maintained for the continued success of the county						
Comments:						

<u>Problem Solving and Decision Making</u>	Exceptional	Exceeds Expectations	Meets Expectations	Below Expectations	Needs Improvement	Evaluator has no basis for judgment
Identifies and evaluates alternative courses of action						
Makes timely and relevant suggestions to solve problems						
Consults with affected parties when making critical decisions						
Makes sound decisions in a timely manner						
Analyzes situations to determine root causes and develops realistic alternative solutions						
Comments:						

<u>Community and Staff Relations</u>	Exceptional	Exceeds Expectations	Meets Expectations	Below Expectations	Needs Improvement	Evaluator has no basis for judgment
Effectively represents the county in public						
Has the respect of peers in local, state, and national government						
Values people and recognizes their contributions						
Comments:						

<u>Intergovernmental Relations</u>	Exceptional	Exceeds Expectations	Meets Expectations	Below Expectations	Needs Improvement	Evaluator has no basis for judgment
Seeks input from similar operations of other governments in the county to determine if a potential synergy is available to make county services more effective and efficient						
Seeks ways to cooperate, collaborate, or consolidate programs as appropriate						
Seeks information from other governments that may assist the county in providing services without need to redevelop them						
Comments:						

<u>Board Relations</u>	Exceptional	Exceeds Expectations	Meets Expectations	Below Expectations	Needs Improvement	Evaluator has no basis for judgment
Provides the county administrator with sufficient lead time to plan presentation of requests, programs, and policies to the county commission						
Provides information and education on issues as appropriate						
Effectively implements the board's policies, procedures, and philosophy in area of assignment						
Comments:						

Prior to review send a copy inviting written input from County Board Supervisors and Department Heads:

Date Sent: _____

Job description is accurate _____ Yes _____ No

Approved by County Administrator: _____

Approved by Administrative and Executive Committee: _____

Date: _____

RESOLUTION NO. _____

RESOLUTION ESTABLISHING 2015 ANNUAL ALLOCATION FOR PAY FOR PERFORMANCE FOR HUMAN SERVICES CLERICAL AND PARAPROFESSIONAL EMPLOYEES

WHEREAS, Monroe County Board Resolution 08-14-04 established the 2015 annual budgeted allocation for pay for performance for non-union employees; and

WHEREAS, Human Services clerical and paraprofessional employees were in a certified union at that time so were not included in the non-union allocation; and

WHEREAS, the Human Services clerical and paraprofessional employees were decertified as a union on May 8, 2015, so they are now included in County Board Resolution 08-14-04 with pay for performance increases payable effective March 27, 2015, the same effective date as the rest of the non-union employees.

NOW, THEREFORE, BE IT RESOLVED by the Monroe County Board of Supervisors that the Personnel and Bargaining Committee is hereby authorized to distribute pay for performance increases to Human Services clerical and paraprofessional employees effective March 27, 2015.

Dated this 27th day of May, 2015.

OFFERED BY THE PERSONNEL AND BARGAINING COMMITTEE:

Personnel and Bargaining Committee vote:

Finance Committee vote:

Corporation Counsel approval _____

Fiscal note: The pay adjustments retroactive to March 27, 2015 per resolution 08-14-04 require \$5,744 from the contingency fund, and will be budgeted for 2016.

Purpose: Fund pay for performance increases for Human Services clerical and paraprofessional employees.