



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: Wednesday, October 14, 2015

SUBJECT MATTER TO BE CONSIDERED

1. Call to order - Roll Call
2. Minutes approval - September 9, 2015 - Discussion/Action
3. Personnel budget review - Discussion Only
4. Dental Insurance Renewal - Discussion/Action
5. Health Insurance Renewal - Discussion/Action
6. Topics and meeting date/time for next month's agenda - Discussion/Action
7. Adjournment

 Pete Peterson
Committee Chairperson

PLEASE NOTE: A quorum of the Monroe County Board or other committees may be present at this meeting. No business of the County Board or other committees will be conducted at this meeting, only the business noted above. Date **sent**: 10/7/15

Personnel and Bargaining Committee
MINUTES
September 9, 2015

1. Meeting was called to order at 5:00 pm by Chair P. Peterson in the Rolling Hills Activity Room.
Present: P. Peterson, B. Humphrey, C. Las, C. King
Absent: C. Schnitzler
Also present: K. Kittleson, Personnel Director; C. Schmit, County Administrator
2. Motion to approve August 11 Personnel and Bargaining Committee minutes by C. Las, second by P. Peterson, and approved on a 4-0 vote.
3. Year to date budget reviewed, no action taken.
4. Motion by C. Las to approve a \$3000 line item transfer from training to advertising, second by C. King, and approved on a 4-0 vote.
5. Personnel policy guidelines were discussed.
6. Next meeting will be 5 pm on Wednesday, October 14, in the Rolling Hills Activity Room, with health insurance renewal on the agenda.

Motion to adjourn at 5:45 pm by C. Las, second by C. King, and approved on a 4-0 roll call vote.

K.Kittleson, Recorder



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Monroe County
MONTHLY COMMITTEE REPORT
PERSONNEL & BARGAINING

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FOR 2015 09

JOURNAL DETAIL 2015 9 TO 2015 9

ACCOUNTS FOR:
1143 PERSONNEL

ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
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11430 PERSONNEL

00000 UNDEFINED

<u>11430000 461900 OTH PERS</u>	0	0	0	-24.75	.00	24.75 100.0%
<u>2015/09/000346</u> 09/25/2015 CRP	-20.00 REF 12552	WACPD			REFUND	
<u>11430000 511000 SALARIES</u>	120,769	33	120,802	84,062.09	.00	36,739.91 69.6%
<u>2015/09/000013</u> 09/03/2015 PRJ	4,650.40 REF 150903				WARRANT=150903	RUN=1 BI-WEEKL
<u>2015/09/000186</u> 09/17/2015 PRJ	4,650.41 REF 150917				WARRANT=150917	RUN=1 BI-WEEKL
<u>11430000 515005 RETIREMENT</u>	8,214	3	8,217	5,716.13	.00	2,500.87 69.6%
<u>2015/09/000013</u> 09/03/2015 PRJ	316.22 REF 150903				WARRANT=150903	RUN=1 BI-WEEKL
<u>2015/09/000186</u> 09/17/2015 PRJ	316.22 REF 150917				WARRANT=150917	RUN=1 BI-WEEKL
<u>11430000 515010 SOC SEC</u>	7,489	2	7,491	5,127.25	.00	2,363.75 68.4%
<u>2015/09/000013</u> 09/03/2015 PRJ	283.68 REF 150903				WARRANT=150903	RUN=1 BI-WEEKL
<u>2015/09/000186</u> 09/17/2015 PRJ	283.68 REF 150917				WARRANT=150917	RUN=1 BI-WEEKL
<u>11430000 515015 MEDICARE</u>	1,753	1	1,754	1,199.20	.00	554.80 68.4%
<u>2015/09/000013</u> 09/03/2015 PRJ	66.35 REF 150903				WARRANT=150903	RUN=1 BI-WEEKL
<u>2015/09/000186</u> 09/17/2015 PRJ	66.35 REF 150917				WARRANT=150917	RUN=1 BI-WEEKL
<u>11430000 515020 HLTH INS</u>	11,382	0	11,382	4,142.39	.00	7,239.61 36.4%
<u>2015/09/000013</u> 09/03/2015 PRJ	232.34 REF 150903				WARRANT=150903	RUN=1 BI-WEEKL
<u>2015/09/000186</u> 09/17/2015 PRJ	232.34 REF 150917				WARRANT=150917	RUN=1 BI-WEEKL
<u>11430000 515025 DENTAL INS</u>	502	0	502	187.74	.00	314.26 37.4%
<u>2015/09/000013</u> 09/03/2015 PRJ	20.86 REF 150903				WARRANT=150903	RUN=1 BI-WEEKL
<u>11430000 515030 LIFE INS</u>	36	0	36	27.00	.00	9.00 75.0%
<u>2015/09/000013</u> 09/03/2015 PRJ	3.00 REF 150903				WARRANT=150903	RUN=1 BI-WEEKL



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FOR 2015 09

JOURNAL DETAIL 2015 9 TO 2015 9

ACCOUNTS FOR: 1143 PERSONNEL	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
11430000 515040 WORK COMP	326	0	326	227.05	.00	98.95	69.6%
2015/09/000013 09/03/2015 PRJ	12.56 REF 150903				WARRANT=150903	RUN=1 BI-WEEKL	
2015/09/000186 09/17/2015 PRJ	12.56 REF 150917				WARRANT=150917	RUN=1 BI-WEEKL	
11430000 519000 LABOR REL	5,350	0	5,350	450.00	.00	4,900.00	8.4%
11430000 522025 TELEPHONE	242	0	242	68.69	.00	173.31	28.4%
11430000 531000 OFFIC SUPL	500	0	500	162.44	213.77	123.79	75.2%*
11430000 531050 POSTAGE	525	0	525	294.00	.00	231.00	56.0%
11430000 531060 PRINTING	200	0	200	.00	.00	200.00	.0%
11430000 531065 ADVERTIS	8,400	0	8,400	8,152.25	.00	247.75	97.1%*
11430000 532000 BK/PUB/SUB	100	0	100	.00	.00	100.00	.0%
11430000 532500 DUES	385	0	385	215.00	.00	170.00	55.8%
11430000 533010 CONF/SEM	1,110	0	1,110	871.33	.00	238.67	78.5%*
2015/09/000325 09/25/2015 API	164.00 VND 015488 IN 64831155				BARKER'S ISLAND HOTE CONFERENCE/SEMINAR	1008258	
2015/09/000346 09/25/2015 CRP	20.00 REF 12552				0000 CROSS-CAT		
11430000 533200 MILEAGE	1,300	0	1,300	683.00	.00	617.00	52.5%
2015/09/000013 09/03/2015 PRJ	85.00 REF 150903				WARRANT=150903	RUN=1 BI-WEEKL	
11430000 553100 EQUIP SERV	1,668	0	1,668	1,197.00	.00	471.00	71.8%
2015/09/000146 09/11/2015 API	133.00 VND 002932 IN I00247033				E O JOHNSON OFFICE T I00247033	1007882	
11430000 599000 IT POOL	653	0	653	653.00	.00	.00	100.0%*



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FOR 2015 09

JOURNAL DETAIL 2015 9 TO 2015 9

ACCOUNTS FOR:
1143 PERSONNEL

ORIGINAL
APPROP

TRANFRS/
ADJSTMTS

REVISED
BUDGET

YTD ACTUAL

ENCUMBRANCES

AVAILABLE
BUDGET

PCT
USED

TOTAL PERSONNEL

170,904

39

170,943

113,410.81

213.77

57,318.42

66.5%



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ACCOUNTS FOR:
1143 PERSONNEL

ORIGINAL
APPROP

TRANFRS/
ADJSTMTS

REVISED
BUDGET

YTD ACTUAL

ENCUMBRANCES

AVAILABLE
BUDGET

PCT
USED

11431 TRAINING

00000 UNDEFINED

[11431000 515700 ED & TRAIN](#)

20,000

0

20,000

2,270.00

.00

17,730.00

11.4%

[2015/09/000326](#) 09/25/2015 API

395.00 VND 004268 IN TRAINING

WESTERN TECHNICAL CO TRAINING

1008377

TOTAL TRAINING

20,000

0

20,000

2,270.00

.00

17,730.00

11.4%



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ACCOUNTS FOR: 1143 PERSONNEL	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
11432 EMPLOYEE ASSISTANCE PROGRAM							
00000 UNDEFINED							
<u>11432000 519100 EMP ASSIST</u>	5,000	0	5,000	2,500.00	1,250.00	1,250.00	75.0%*
TOTAL EMPLOYEE ASSISTANCE PROGRAM	5,000	0	5,000	2,500.00	1,250.00	1,250.00	75.0%



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ACCOUNTS FOR:
1143 PERSONNEL

ORIGINAL
APPROP

TRANFRS/
ADJSTMTS

REVISED
BUDGET

YTD ACTUAL

ENCUMBRANCES

AVAILABLE
BUDGET

PCT
USED

11433 SECTION 125 FEES

00000 UNDEFINED

[11433000 515080 SCT 125 EX](#)

3,600

0

3,600

2,403.50

.00

1,196.50

66.8%

[2015/09/000235](#) 09/16/2015 API

264.00 VND 002558 IN INV 1335724

EMPLOYEE BENEFITS CO SEPTEMBER INV 1335 1008045

TOTAL SECTION 125 FEES

3,600

0

3,600

2,403.50

.00

1,196.50

66.8%



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ACCOUNTS FOR:
1143 PERSONNEL

ORIGINAL
APPROP

TRANFRS/
ADJSTMTS

REVISED
BUDGET

YTD ACTUAL

ENCUMBRANCES

AVAILABLE
BUDGET

PCT
USED

11434 HEALTH REIMBURSEMENT PROG

00000 UNDEFINED

[11434000 515770 MED EXP RB](#)

160,000

0

160,000

90,845.71

.00

69,154.29

56.8%

[2015/09/000235](#) 09/16/2015 API

1,165.50 VND 002558 IN INV 1335724

EMPLOYEE BENEFITS CO SEPTEMBER INV 1335 1008045

TOTAL HEALTH REIMBURSEMENT PROG

160,000

0

160,000

90,845.71

.00

69,154.29

56.8%



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ACCOUNTS FOR:		ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
1143	PERSONNEL							
11435 RETIREMENT/FRINGE POOL								
00000 UNDEFINED								
11435000	515200	RETIR/FRNG	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 PERSONNEL		392,804	12,001	404,805	226,978.17	1,463.77	176,362.92	56.4%
TOTAL REVENUES		0	0	0	-24.75	.00	24.75	
TOTAL EXPENSES		392,804	12,001	404,805	227,002.92	1,463.77	176,338.17	



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	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	392,804	12,001	404,805	226,978.17	1,463.77	176,362.92	56.4%

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



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REPORT OPTIONS

Sequence	Field #	Total	Page Break
Sequence 1	3	Y	Y
Sequence 2	4	Y	Y
Sequence 3	6	N	N
Sequence 4	0	N	N

Report title:
MONTHLY COMMITTEE REPORT

Includes accounts exceeding 0% of budget.

Print totals only: N

Print Full or Short description: S

Print full GL account: N

Format type: 1

Double space: N

Suppress zero bal accts: Y

Include requisition amount: N

Print Revenues-Version headings: N

Print revenue as credit: Y

Print revenue budgets as zero: N

Include Fund Balance: N

Print journal detail: Y

From Yr/Per: 2015/ 9

To Yr/Per: 2015/ 9

Include budget entries: N

Incl encumb/liq entries: N

Sort by JE # or PO #: J

Detail format option: 1

Include additional JE comments: N

Multiyear view: D

Amounts/totals exceed 999 million dollars: N

Year/Period: 2015/ 9

Print MTD Version: N

Roll projects to object: N

Carry forward code: 1

Find Criteria

Field Name	Field Value
Org	11430000 11431000 11432000 11433000 11434000 11435000 11436000
Object	
Project	
Rollup code	
Account type	
Account status	