



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, September 9, 2015

SUBJECT MATTER TO BE CONSIDERED

1. Call to order - Roll Call
2. Minutes approval - August 11, 2015 - Discussion/Action
3. Personnel budget review - Discussion Only
4. Line item transfer - Advertising - Discussion/Action
5. Personnel policy items -Discussion Only
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**: 9/2/15

Personnel and Bargaining Committee
MINUTES
August 11, 2015

Present: P. Peterson, B. Humphrey, C. Las

Absent: C. Schnitzler, C. King

Also present: E. Smudde, K. Kittleson, C. Ziegler, K. Croninger,
J. Erickson, C. Schmit

1. Call to Order - Roll Call

P. Peterson called the meeting to order at 12:00 P.M.

Roll Call - P. Peterson, B. Humphrey, C. Las - Present

- C. King, C. Schnitzler - absent

2. Minutes approval- July 8, 2015 -

Motion to approve the July 8, 2015 minutes by B. Humphrey,
second by C. Las and approved on a 3-0 vote.

3. Personnel budget review -

K. Kittleson and E. Smudde explained current state of budget and that advertising has been utilized more than expected and may require a line item transfer at next month's meeting.

4. New Position Requests -

a. Land Information-

J. Erickson gave a summary of the need for a GIS Specialist and options that may be available through grants if this position is created. C. Schmit commented that the duties of this position have been divided through a number of departments and this has caused issues regarding consistency and miscommunication. **Motion** by B. Humphrey to approve the resolution creating the GIS Specialist position, second by C. Las, and approved on a 3-0 vote.

b. Forestry & Parks -

C. Ziegler gave a brief history on how the Forestry & Parks Department used to have a ¾ time Park Ranger position and that was phased out as the department explored using Limited Term Employees (LTE's) as an alternative. C. Ziegler explains that using temporary staff really limits the recruiting pool each year to find someone capable of the duties required. C. Ziegler also mentioned that the revenue generated by the park would fully fund this position and that in the long run a full time employee would save the county money. Also, C. Ziegler mentioned that he has explored options to do a job share of this position with other departments in the slower winter

months, such as Rolling Hills, Child Support, Highway or Maintenance. C. Schmit commented as long as the budget would be able to cover the funding it may be worth exploring. C. Las did not support the position due to the lack of details regarding the job sharing aspects presented. **Motion** to approve the resolution for establishing a park manager position by B. Humphrey, second by P. Peterson, and approved on a 2-1 (C. Las) vote.

5. Personnel policy exception request - District Attorney's Office- K. Croninger gives an explanation of how the position became vacant due to promoting the current part time Victim/Witness Specialist to Full-Time. From there the department had explored various options of what to do with the remaining part time hours. C. Schmit commented on how this was just an oversight of missing the vacancy requirement by a few days and recommended granting the exception for this position. C. Las questioned the need for the extension as the position has remained open for over a year. K. Croninger indicated that the work load has caught up to the department and majority of the duties were covered by an intern that is no longer in the area. **Motion** to grant the exception to the District Attorney's office until the end of 2015 by B. Humphrey, second by P. Peterson, and approved on a 2-1 (C. Las) vote.

6. 2016 Pay for Performance resolution - C. Schmit explained that resolution is the same as the ones brought before in previous years that allows departments to use 2% as the basis for the pay for performance increases in April with the addition of the eighth paragraph. This paragraph contains language that would provide an increase for non-union, non-elected staff, who have been with the county five or more years and had satisfactory evaluations during the past two years of pay for performance, to receive an increase their base wage to 98% of their current pay grade. C. Schmit explained that this would be done to help catch the long term employees up to the market rate of 100% to help retain the wealth of experience and knowledge of those employees that met that criteria. C. Las voiced concerns that some employees would receive a 5% or higher increase on 1/1/16 and receive up to a 2% increase during pay for performance compounding into a very large increase for one year. C. Schmit mentioned that about 40% of the Department Heads, 10% of management staff and 10% of general employees fell under this criteria. **Motion** to approve the resolution as written by B. Humphrey, second by P. Peterson. Further discussion ensued and C. Las made a **Motion** to remove paragraph

8, which is the second BE IT FURTHER RESOLVED section, from the original motion, this motion failed due to lack of a second. Original Motion passes on a 2 - 1 vote (C. Las).

7. K. Kittleson explains the increases to the 2016 budget for advertising, mileage, conferences and office expenses due to increases in prices and need. The rest of the budget would remain the same. No further discussion.
8. Topics and meeting date/time for next month's agenda-
Next meeting is scheduled to take place on Wednesday, September 9, 2015 at 9:00 A.M. in the Rolling Hills Activity Room. Topics to include are line item transfer and discussion on policy manual items.
9. Adjournment -
Motion to adjourn by C. Las, second by B. Humphrey, and approved on a 3-0 vote.

Meeting adjourned at 12:55 P.M.

E. Smudde, Recorder



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JOURNAL DETAIL 2015 7 TO 2015 7

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	65,460.46	.00	55,341.54	54.2%
<u>2015/07/000064</u> 07/09/2015 PRJ	4,650.40	REF 150709			WARRANT=150709	RUN=1 BI-WEEKL	
<u>2015/07/000254</u> 07/23/2015 PRJ	4,650.42	REF 150723			WARRANT=150723	RUN=1 BI-WEEKL	
<u>11430000 515005 RETIREMENT</u>	8,214	3	8,217	4,451.25	.00	3,765.75	54.2%
<u>2015/07/000064</u> 07/09/2015 PRJ	316.22	REF 150709			WARRANT=150709	RUN=1 BI-WEEKL	
<u>2015/07/000254</u> 07/23/2015 PRJ	316.22	REF 150723			WARRANT=150723	RUN=1 BI-WEEKL	
<u>11430000 515010 SOCIAL SECURITY</u>	7,489	2	7,491	3,992.53	.00	3,498.47	53.3%
<u>2015/07/000064</u> 07/09/2015 PRJ	283.68	REF 150709			WARRANT=150709	RUN=1 BI-WEEKL	
<u>2015/07/000254</u> 07/23/2015 PRJ	283.68	REF 150723			WARRANT=150723	RUN=1 BI-WEEKL	
<u>11430000 515015 MEDICARE</u>	1,753	1	1,754	933.80	.00	820.20	53.2%
<u>2015/07/000064</u> 07/09/2015 PRJ	66.35	REF 150709			WARRANT=150709	RUN=1 BI-WEEKL	
<u>2015/07/000254</u> 07/23/2015 PRJ	66.35	REF 150723			WARRANT=150723	RUN=1 BI-WEEKL	
<u>11430000 515020 HEALTH INSURANCE</u>	11,382	0	11,382	3,213.03	.00	8,168.97	28.2%
<u>2015/07/000064</u> 07/09/2015 PRJ	232.34	REF 150709			WARRANT=150709	RUN=1 BI-WEEKL	
<u>2015/07/000254</u> 07/23/2015 PRJ	232.34	REF 150723			WARRANT=150723	RUN=1 BI-WEEKL	
<u>11430000 515025 DENTAL INSURANCE</u>	502	0	502	146.02	.00	355.98	29.1%
<u>2015/07/000064</u> 07/09/2015 PRJ	20.86	REF 150709			WARRANT=150709	RUN=1 BI-WEEKL	
<u>11430000 515030 LIFE INSURANCE</u>	36	0	36	21.00	.00	15.00	58.3%
<u>2015/07/000064</u> 07/09/2015 PRJ	3.00	REF 150709			WARRANT=150709	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 515040 WORKERS COMP</u>	326	0	326	176.81	.00	149.19	54.2%
<u>2015/07/000064</u> 07/09/2015 PRJ	12.56 REF 150709				WARRANT=150709	RUN=1 BI-WEEKL	
<u>2015/07/000254</u> 07/23/2015 PRJ	12.56 REF 150723				WARRANT=150723	RUN=1 BI-WEEKL	
TOTAL SALARIES & FRINGE BENEFITS	150,471	39	150,510	78,394.90	.00	72,115.10	52.1%
PL200 OFFICE ADMINISTRATIVE COSTS							
<u>11430000 531000 OFFICE SUPPLIES</u>	500	0	500	142.44	.00	357.56	28.5%
<u>11430000 531050 POSTAGE</u>	525	0	525	294.00	.00	231.00	56.0%
<u>2015/07/000191</u> 07/17/2015 API	147.00 VND 014000 IN POSTAGE PERSONNEL				COUNTY CLERK/POSTAGE POSTAGE		1006497
<u>11430000 531060 PRINTING</u>	200	0	200	.00	.00	200.00	.0%
<u>11430000 531065 ADVERTISING</u>	8,400	0	8,400	6,713.95	.00	1,686.05	79.9%*
<u>2015/07/000094</u> 07/09/2015 API	84.20 VND 001038 IN RH - MC PERSONNEL				MONROE COUNTY PUBLIS ADVERTISING		1006377
<u>2015/07/000094</u> 07/09/2015 API	404.72 VND 006499 IN 116-60004555				RIVER VALLEY NEWSPAP ADVERTISING		1006396
<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	7,365.39	.00	2,744.61	72.9%
PL300 TECHNOLOGY & EQUIPMENT							
<u>11430000 522025 TELEPHONE</u>	242	0	242	57.60	.00	184.40	23.8%
<u>2015/07/000096</u> 07/10/2015 API	9.51 VND 002764 IN 1341586023				CENTURYLINK COMMUNIC CENTURYLINK 05/31/		1006323



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ACCOUNTS FOR:		ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
11430	PERSONNEL							
11430000 553100	EQUIPMENT SERVICE	1,668	0	1,668	931.00	.00	737.00	55.8%
2015/07/000096	07/10/2015 API	133.00	VND 002932 IN I00223351		E O JOHNSON OFFICE T I00223351			1006340
2015/07/000096	07/10/2015 API	133.00	VND 002932 IN I00235361		E O JOHNSON OFFICE T I00235361			1006340
TOTAL TECHNOLOGY & EQUIPMENT		1,910	0	1,910	988.60	.00	921.40	51.8%
PL350 IT POOL								
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%
PL400 CONF / EDUCATION & TRAVEL								
11430000 533010	CONFERENCE/SEMINAR	1,110	0	1,110	587.33	.00	522.67	52.9%
11430000 533200	MILEAGE	1,300	0	1,300	598.00	.00	702.00	46.0%
2015/07/000254	07/23/2015 PRJ	85.00	REF 150723		WARRANT=150723 RUN=1 BI-WEEKL			
TOTAL CONF / EDUCATION & TRAVEL		2,410	0	2,410	1,185.33	.00	1,224.67	49.2%
PL600 PROGRAM COSTS								
11430000 519000	LABOR RELATIONS	5,350	0	5,350	450.00	.00	4,900.00	8.4%
2015/07/000015	07/02/2015 API	100.00	VND 004563 IN 66950.0013		WELD RILEY PRENN & R LABOR RELATIONS 1006295			
TOTAL PROGRAM COSTS		5,350	0	5,350	450.00	.00	4,900.00	8.4%
TOTAL PERSONNEL		170,904	39	170,943	89,032.47	.00	81,910.53	52.1%



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ACCOUNTS FOR: 11430 PERSONNEL	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
TOTAL PERSONNEL	170,904	39	170,943	89,032.47	.00	81,910.53	52.1%
TOTAL REVENUES	0	0	0	-4.75	.00	4.75	
TOTAL EXPENSES	170,904	39	170,943	89,037.22	.00	81,905.78	



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ACCOUNTS FOR:
11431 TRAINING

ORIGINAL
APPROP

TRANFRS/
ADJSTMTS

REVISED
BUDGET

YTD ACTUAL

ENCUMBRANCES

AVAILABLE
BUDGET

PCT
USED

11431000 TRAINING

EE600 PROGRAM COSTS

ACCOUNTS FOR:	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
11431000 515700 EMP. EDUCATION & T	20,000	0	20,000	1,875.00	.00	18,125.00	9.4%
2015/07/000094 07/09/2015 API	1,875.00	VND 006896 IN IN02924			WESTERN TECHNICAL CO TRAINING		1006443
TOTAL PROGRAM COSTS	20,000	0	20,000	1,875.00	.00	18,125.00	9.4%
TOTAL TRAINING	20,000	0	20,000	1,875.00	.00	18,125.00	9.4%
TOTAL TRAINING	20,000	0	20,000	1,875.00	.00	18,125.00	9.4%
TOTAL EXPENSES	20,000	0	20,000	1,875.00	.00	18,125.00	



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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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<u>11432000 519100 EMPLOYEE ASSISTANC</u>	5,000	0	5,000	2,500.00	1,250.00	1,250.00	75.0%*
<u>2015/07/000293 07/24/2015 API</u>	1,250.00	VND 008441 IN 28713		GUNDERSEN ADMINISTRA EAP			1006729
TOTAL PROGRAM COSTS	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%
TOTAL EMPLOYEE ASSISTANCE PROGRAM	5,000	0	5,000	2,500.00	1,250.00	1,250.00	75.0%
TOTAL EXPENSES	5,000	0	5,000	2,500.00	1,250.00	1,250.00	



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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	1,875.50	.00	1,724.50	52.1%
2015/07/000191 07/17/2015 API	264.00	VND 002558 IN 1287669		EMPLOYEE BENEFITS CO JULY INV 1287669 H 1006505			
TOTAL PROGRAM COSTS	3,600	0	3,600	1,875.50	.00	1,724.50	52.1%
TOTAL SECTION 125 FEES	3,600	0	3,600	1,875.50	.00	1,724.50	52.1%
TOTAL SECTION 125 FEES	3,600	0	3,600	1,875.50	.00	1,724.50	52.1%
TOTAL EXPENSES	3,600	0	3,600	1,875.50	.00	1,724.50	



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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							
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<u>11434000 515770 MEDICAL EXPENSE RE</u>	160,000	0	160,000	76,483.45	.00	83,516.55	47.8%
<u>2015/07/000015</u> 07/02/2015 API	520.00 VND 010650	IN PCOR FEE - 720				UNITED STATES TREASU	PCOR FEE - 720 1006292
<u>2015/07/000191</u> 07/17/2015 API	1,161.00 VND 002558	IN 1287669				EMPLOYEE BENEFITS CO	JULY INV 1287669 H 1006505
<u>2015/07/000424</u> 07/31/2015 GEN	1,023.11 REF					HRA JULY 2	
<u>2015/07/000424</u> 07/31/2015 GEN	1,457.65 REF					HRA JULY 9	
<u>2015/07/000424</u> 07/31/2015 GEN	4,850.88 REF					HRA JULY 16	
<u>2015/07/000424</u> 07/31/2015 GEN	1,230.71 REF					HRA JULY 23	
<u>2015/07/000424</u> 07/31/2015 GEN	4,204.70 REF					HRA JULY 30	
TOTAL PROGRAM COSTS	160,000	0	160,000	76,483.45	.00	83,516.55	47.8%
TOTAL HEALTH REIMBURSEMENT PROG	160,000	0	160,000	76,483.45	.00	83,516.55	47.8%
TOTAL HEALTH REIMBURSEMENT PROG	160,000	0	160,000	76,483.45	.00	83,516.55	47.8%
TOTAL EXPENSES	160,000	0	160,000	76,483.45	.00	83,516.55	



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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	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	



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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	187,314.57	1,250.00	216,240.29	46.6%

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

