



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, February 11, 2015

SUBJECT MATTER TO BE CONSIDERED

1. Call to order - Roll Call
2. Minutes approval - December 10, 2014 - Discussion/Action
3. New position requests -
 - a. Health Department - Discussion/Action
 - b. Justice Department - Discussion/Action
4. Personnel Policy changes - 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: 2/6/14

Personnel and Bargaining Committee
MINUTES
December 10, 2014

Present: P. Peterson, B. Humphrey, C. Las, C. Schnitzler
C. King (arrived at 9:05 AM)

Absent:

Also present: E. Smudde, K. Kittleson, C. Schmit, A. Erickson,
S. Bohl, D. Brandt, R. Hamilton, L. Davis, S. Koenen, J. Nordin,
J. Krause, C. Isensee, R. Stedman, K. Mangan

1. Call to Order - Roll Call

P. Peterson called the meeting to order at 9:00 A.M.
Roll Call - All members present except C. King

2. Minutes approval- November 12, 2014 -

Motion to approve the November 12, 2014 minutes by B.
Humphrey, second by C. Schnitzler, and approved on a 4-0
vote.

(C. King arrived at 9:05 AM)

3. New Position Request - Human Services -

R. Hamilton explains the changes within the consortia
regarding the Economic Support Specialist (ESS) program and
how one of the Monroe County employees duties are being
adjusted with the consortia and the need for a position to
take on that positions duties. R. Hamilton goes on to
discuss how this cost is shared throughout the consortia
and if Monroe County doesn't house this employee another
county will and the county will still have to pay their
share to the consortia. C. Schmit supports the position as
R. Hamilton stated that their budget would remain the same.
C. King stated that he has supported the past three new
position requests from Human Services and can't support
this one, as there are costs with any new employee. **Motion**
to approve the new position request for a new Economic
Support Specialist by B. Humphrey, second by C. Las and
approved on a 4-1 vote (C. King).

4. Sheriff's Department Protective Management Resolution -

K. Kittleson discusses of how Act 32 states the management
staff of law enforcement must have the same contribution
rate as their employees. K. Kittleson summarizes that this
would incur that the management employees for the Sheriff's

Department would be subject to the same increases agreed upon last month for the union and presented a resolution to that effect. **Motion** to approve by B. Humphrey, second by C. Las and approved on a 4-1 vote (C. King). K. Kittleson made note that for the fiscal note the impact for 2016 would equal \$7,320.

5. Health Insurance transition -

K. Kittleson informed the committee that the transition process has been moving along. K. Kittleson has given the Gundersen Health System a thirty day notice and has signed a contract with Health Tradition plan. K. Kittleson also stated that the county would have representatives on site to help any employees with the transition of switching from one facility to another and that employee records have been transferred electronically from Gundersen to Health Tradition.

6. Rule 21 Health Insurance Resolution -

C. Las stated she was the author of this rule 21 due to the fact she believed that the employees should have the decision to choose from either Gundersen or Health Tradition and that this decision should be made by the full county board and not just weighted by dollars and cents. P. Peterson stated he would not take comments from employees as this would be discussed at the full county board. C. King asked how this would have an effect on the county's negotiations in future years with health insurance if this rule 21 halts the switch over to Health Tradition. K. Kittleson responded that it would eliminate the entire incentive from any provider to ever offer a competitive rate as they would not be in danger of ever losing the coverage and long term it would cost the county much more. K. Kittleson also mentioned this would have a large effect on the employees because as the costs of health insurance goes up the county would have to readjust plan design increasing deductibles and contribution rates. Discussion ensued among committee members about effects of plan design and employee options. **Motion** to endorse the rule 21 from the Personnel Committee by C. Las, failed due to lack of second. Rule 21 will be heard before the full county board on Monday, December 22nd.

7. Line Item Transfer -

K. Kittleson stated the need for an additional amount to be added to the advertising budget due to unexpected retirements and new position approvals for the beginning of the year for higher level positions. E. Smudde explained that these positions cost more to advertise for due to the medians used. **Motion** to approve the line item transfer by B. Humphrey, second by C. Las and approved on a 5-0 vote.

6. Topics and meeting date/time for next month's agenda-
Next meeting is scheduled to take place on Wednesday,
January 14, 2015 at 9:00 A.M. in the Rolling Hills Activity
Room.

7. Adjournment -

Motion to adjourn by C. Las, second by C. King and
approved on a 5-0 vote.

Meeting adjourned at 9:42 A.M.

E. Smudde, Recorder

RESOLUTION NO. _____

RESOLUTION AUTHORIZING ESTABLISHMENT OF A PART-TIME
COMMUNITY HEALTH EDUCATOR POSITION IN THE MONROE COUNTY
HEALTH DEPARTMENT

WHEREAS, the Monroe County Board of Health and the Personnel & Bargaining Committee request the establishment of a part-time Community Health Educator position and elimination of a part-time Public Health Nurse position in the Health Department; and

WHEREAS, due to the retirement of a Public Health Nurse, the Health Department Director has assessed the needs of the department and determined that a Community Health Educator position would be more advantageous to meeting the department's strategic plan; and

WHEREAS, a Community Health Educator would bring a level of expertise in working with health systems, population-based programs, community needs assessments, providing community-based health education, and evaluating the effectiveness of Public Health programs.

NOW, THEREFORE, BE IT RESOLVED by the Monroe County Board of Supervisors that they authorize the establishment of a 28-hour per week Community Health Educator position in the Health Department effective May 1, 2015.

Dated this 25th day of February 2015.

OFFERED BY THE PERSONNEL AND BARGAINING COMMITTEE:

Board of Health vote: 8 yes, 0 no

Personnel & Bargaining Committee vote:

Finance Committee vote:

Corporation Counsel approval _____

County Administrator approval _____

Fiscal note: No additional cost due to the lower salary range of a Community Health Educator as compared to a Public Health Nurse

Purpose: Replace a part-time Public Health Nurse with a part-time Community Health Educator at no additional cost to the county.

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: Health Date: January 12, 2015

Department Head: Sharon Nelson

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):

At one time from the early 1980's to the mid 1990's, a Community Health Educator was a position within the Health Department. Currently, a Public Health Nurse is retiring. This retirement is now an opportunity to review Health Department programs, the in-house strategic plan as well as look to the future of best practice of public health in Monroe County. I would like to "trade" the 24 hr/week Public Health Nurse time for that of a 24 hr/wk Community Health Educator.

Suggested Title: Community Health Educator Full Time _ Part Time 24/hrs/wk

Personnel Director's Recommended Classification: Grade _____

Projected Start Date: May 1, 2015

C. General Description of the Position: Create community awareness regarding the importance of preventive health practices to improve health status and quality of life through health promotion and education activities in Monroe County.

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

1. Develops, implements and evaluates health education programs with community partners.
2. Participates in the Community Health Assessment.
3. Coordinates the Community Health Improvement Plan and Process with community coalitions and partners.
4. Prepares and writes various public health grants as needed. Organizes and executes grant related activities, ensures grant requirements are being met and prepares reports as required.
5. Researches current health issues to enhance public health programs and educational materials.
6. Prepares and distributes educational materials including newsletters, brochures and flyers as well as updates brochures/pamphlets based on community health needs.
7. Collaborates with partners on public health emergency preparedness grant activities.
8. Collaborates in the development of and contributes to individual, team and Departmental quality improvement and evaluation activities.

E. Minimum Qualifications of a Candidate:

Education: Bachelor of Science in Community Health or Public Health Education

Experience: Prefer one year of experience at a health department or health facility.

F: Funding:

Annual costs (with full family insurance coverage):

Grade	Hourly	Annual	Retire- ment	Social Security	Health Ins.	Dental Ins.	Life Ins.	Work Comp

1. Where will the funds for this position come from: There are funds in the budget (the retired nurse salary and fringe)

2. What equipment will need to be purchased (desk, etc.)? No need for office space/desk as vacated Public Health Nurse office is available.

Is office space presently available? X Where? Health Department

Estimated equipment cost: NA

Is this cost in the department budget? Yes, vacated PHN position

3. Grand total cost, all items, this fiscal year: _____

4. Thereafter, annual cost of salary and fringes: _____

G. Supervisory responsibility (if applicable):

1. In brief detail, explain the supervisory authority this position will have: NA

2. Employees directly supervised: none Indirectly: none

List title of employees reporting to this position:

_____	_____
_____	_____
_____	_____

H. Who will this person be responsible to? Health Officer/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

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 budget process for the next year.

(a) The department head and/or committee of jurisdiction are required to consult with the Personnel Director prior to considering new position requests. The committee must analyze the need for the new position, and shall officially act to recommend the position or increase in hours at a scheduled committee meeting. Minutes reflecting this decision will be attached to the analysis form.

(b) The requesting committee shall present the completed analysis 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 determine the grade for the new position that is consistent with similar positions in Monroe County or other counties, if no similar position exists in Monroe County. If denied, the request will stop at this step, but may be appealed to the County Board by the committee of jurisdiction in accordance with paragraph (e) below. A request for a position may come to the committee only once in a calendar year, and this must be before the budget process begins.

(c) If approved by the Personnel and Bargaining Committee, the request shall be presented to the Finance Committee. The Finance Committee shall determine if funds are available and the appropriate account(s) to fund the position or increase in hours. If approved, this determination will be included in the fiscal note portion of the resolution. If it is determined that no funds are available, the request will stop at this step, but may be appealed to the County Board by the committee of jurisdiction in accordance with paragraph (e) below.

(d) 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 votes of the committee of jurisdiction and the Personnel and Bargaining Committee, and the action taken by the Finance Committee.

(e) If the request is denied by the Personnel and Bargaining Committee or the Finance Committee, the committee of jurisdiction may appeal the decision to the County Board. The appeal will be in resolution form and will include the reason(s) for the denial as well as the vote of the Personnel and Bargaining Committee or the Finance Committee. 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.

D-R-A-F-T- SUBJECT TO CHANGES BY PERSONEL REVIEW D-R-A-F-T-
NEW POSITION ANALYSIS asking for 2 year positions with ability to
extend

X New position (mover from LTE which have been extended to max limit)
 Increased part-time
 Additional existing position (attach job description, do not need to
complete sections C, D, E, G & H)

A. Department: Justice Date: 2.1.2-15

Department Head: Peggy Thorson

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):

LTE's have been in place since the end of August to cover displaced Inmates
that have Huber privileges which would otherwise lose their jobs if they
were unable to drive to work from another jail facility (many could not).
Huber section was anticipated to be inaccessible for up to 9 months,
however during the construction of the new jail it has been determined the
Huber facility will not be accessible due to unforeseen issues for an
additional period of up to 24 months. This creates the need to expand the
program for the minimal up to 24 months with a possible extension to the 4
FTE employees needed to run the program for review at that time.
(use back if necessary)

Suggested Title: Electronic Monitoring Specialist Full Time YES X 4
 positions Part Time /hrs

Personnel Director's Recommended Classification: Grade 14

Projected Start Date: As soon as approved through all committee and Board
Anticipated for 3.15.2015 - 4.1.2015

General Description of the Position:

Teaches useful work skills and work ethics for successful completion of EM;
-Explains and enforces rules, controls behavior problems, imposes discipline
-Develops and works with individual case plans for participant self-improvement,
tracks Participant work and home activities while on EM,
Enforces high risk/emergency procedures and monitors work performance;
-Keeps work schedules, lock down and any other approved appointments scheduled
into he EM data base and tracks for compliance and returns inmates to jail if
inmate violates program rules and judges orders.

C.

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

1. Meets with inmate for intake and electronic equipment is installed
2. Inmates schedules, zones etc... are entered into data base
3. Inmate is monitored for compliance 24 hours a day 7 days a week
(THEY ARE AN INMATE SERVING TME)
4. Inmate warnings and violations are documents and properly executed

5. All records are kept on inmate to insure sentence imposed is served.
6. Conducts frequent observed Urinalysis testing and preliminary breath screening tests
7. Conducts home and work site checks on inmates routinely
8. Provides tracking of Electronic Monitoring equipment inventory and keeps Dept head/asst appraised of need to order more inventory
9. Other duties as assigned and cross over with all other programs in the justice dept.
10. Communicates effectively orally and in writing with the Monroe County jail as directed by Dept. Head. This program is a cooperative effort of both dept. working in partnership. Directives come from Dept. head but you must use judgment when working in partnership with the jail

E. Minimum Qualifications of a Candidate:

- 1. Education: Associate degree in criminal justice or related field preferred.
- 2. Minimum of one year experience working with correctional clients of adult and juvenile ages, and experience in the construction field including use of power and hand tools.
- 3. Valid Wisconsin driver's license.

Experience: looking for experience with CJS if possible, and good communication skills with ability to work independently through directives provided.

F: Funding:

Remainder of this fiscal year, if applicable:

Grade	Hourly	Annual	Retire- ment +23,000 FOR ALL BENEIFTS WITH HP FOR WORKING HOLIDAYS	Social Security	Health Ins.	Dental Ins.	Life Ins.	Work Comp
14	14.73	30,639						

Annual cost thereafter:

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- 1. Where will the funds for this position come from:
The 4 positions required for this program will come for funds the inmates generate as Huber's and will require an addition \$110,000 projected to come from county funds (if the jail wishes to or is able to transfer it from out of county line item OR it will need to be budgeted for. \$110,000 in county funds plus an anticipated revenue from EM/program fees of 192,500 (WHICH DEPENDS ON HOW MANY HUBER INMATES THERE ARE, IT IS NOT POSSIBLE TO SAY WITH CERTAINTY, HOWEVER OVER THE PAST 5 MONTHS IT HAS AVERAGED TO BE 20 INMATES OUT ON EM. 20 INMATES OUT ON EM will generate \$150,000 and more inmates would generate more revenue. Total to go Full time with 4 employees is estimated at \$300,000)

- 2. What equipment will need to be purchased (desk, etc.)? _____
already have equipment

Is office space presently available? Yes and in budget through May, 2015, will need to add the additional to line item for rent for July through December 2015 - \$500 X 6 = \$3000) Where? _____

Estimated capital cost: _____

Is this capital cost in the department budget? _____

- 3. Grand total cost, all items, this fiscal year: an addition 220,000 to budget (May through December EM expanded with 4)

4. Thereafter, annual cost of salary and fringes per position : _
54,630

G. Supervisory responsibility (if applicable):

1. In brief detail, explain the supervisory authority this position
will have: direct supervision of inmates placed on Electronic
Monitoring

2. Employees directly supervised: ___none_ Indirectly: none_____

List title of employees reporting to this position:

Currently LTE's _____

H. Who will this person be responsible to? _Peggy Thorson, followed by
Eric Thorson in her absence. _____

SUPERVISING COMMITTEE Action:

Approval date: _____ by a vote of _____

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

Copies to be made by Department Head: 1 for Department, Original and 5
copies to Personnel Director

- A. There will need to be a fiscal note attached with the 4 new FTE Electronic Monitoring positions being requested
- B. The positions are being requested for a time period of up to 24 months with a possibility to extend if needed and/or when the Electronic Monitoring program is revised due to the opening of a full functioning Huber Dorm.
- C. Corporation counsel, atty Andy Kaftan will help draft the resolution and the fiscal note attached to this will be finalized tomorrow for Personal after Personal Dept. Head, Ken Kittleson reviews it.

The project will need to be funded to include

- The (4 FTE positions)
 - drug/alcohol testing
 - equipment rental needed to place the inmates out on EM supervision
 - \$550 for the office space
1. Estimated funds that will be generated by the participants through EM/Huber fees which is \$20 per day
 - a. Estimated 20 inmates per day X 365 days X \$20 = \$146,000
 - b. Estimated 20 inmates per month X 12 X \$20 for drug testing = \$4,800
 - c. A onetime hookup fee of \$50 (100 X \$50. = \$5,000
 - d. Fees will be charged for a positive test confirmation in which the inmate has denied and the confirmation comes back positive. Will be a \$15 dollar charge additional.
 - e. How many are unknown but will pass this expense on to the inmate.

An additional \$150,000 from county funds is anticipated in addition to the utilizing the funds generated through the inmates.

shift. It is further expected that employees will be physically, emotionally and psychologically able to perform assigned tasks. An inability to perform assigned tasks may be grounds for initiating disciplinary action. Complaints concerning an employee's performance or actions. Should be referred to the employee's supervisor. Any questions concerning the chain of command should be referred to the Personnel Department.

- (2) The following list, which is not intended to be all inclusive, gives examples of specific conduct which may warrant discipline ranging from a verbal warning to immediate discharge, depending on the seriousness of the offense in the judgment of management:
- (a) Failure to perform duties of assigned position.
 - (b) Dishonesty or falsification of records.
 - (c) Assuming duties while under the influence of controlled substances or intoxicants; or possession or use of intoxicants or controlled substances during working hours.
 - (d) Unauthorized use or abuse of County equipment or property.
 - (e) Theft or destruction of County equipment or property.
 - (f) Work stoppages such as strikes or slowdowns.
 - (g) Insubordination or refusal to comply with the legal order, or directive of an authorized supervisor.
 - (h) Unlawful conduct defined as a violation of or refusal to comply with pertinent laws and regulations when this conduct impairs the efficiency of County service.
 - (i) Habitual tardiness, unauthorized or excessive absence or abuse of sick leave.
 - (j) Use of official positions or authority for personal or political profit or advantage.
 - (k) Disregard or repeated violations of safety rules and regulations and work rules.
 - (l) Conduct constituting unlawful harassment,