



MONROE COUNTY BOARD OF SUPERVISORS

202 SOUTH K STREET, RM 1

SPARTA, WISCONSIN 54656

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www.co.monroe.wi.us

NOTICE OF MEETING

COMMITTEE: **ADMINISTRATION & PERSONNEL COMMITTEE**

TIME: 9:00 a.m.

PLACE: Monroe County Justice Center
Monroe County Board Assembly Room

*(Please use the South Side/Oak Street Entrance)

112 S Court Street

Sparta, WI 54656

DATE: **Tuesday, February 13, 2018**

SUBJECT MATTER TO BE CONSIDERED

1. Call to order/Roll call
2. Next Month's Meeting Date/Time
3. Minutes approval – January 9, 2018
4. Child Support
 - a. Director Report
 - b. Panic Button Discussion
5. Dispatch Briefing Procedures
6. Information Systems
 - a. Budgetary Adjustment (2) – Discussion/Action
7. Personnel
 - a. Director Report
 - b. Resolution Authorizing Clerk of Courts' and Sheriff's Salary Rates for Next Term of Office In 2019-2022 – Discussion/Action
 - c. Resolution Authorizing Two Additional Hours Per Week for The Museum Services Associate Position In The Local History Room – Discussion/Action
8. County Administrator Report
9. Monthly Expenditure Review
10. Next Month's Agenda Items
11. Adjournment

Wallace Habegger, Committee Chair

Date notices mailed: 02/07/2018

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.

Administration & Personnel Committee
January 9, 2018

Present: Wallace Habegger, Mary Von Ruden, Pete Peterson, Sharon Folcey, Cedric Schnitzler
Others: Jim Bialecki, Pam Pipkin, Scott Perkins, Ken Kittleson, Ed Smudde, John Mehtala, Lisa Hanson, Shirley Chapiewsky

The meeting was called to order in the Monroe County Board Assembly Room at 9:00 a.m. by Chair Wallace Habegger.

- Next Month's Meeting Date/Time – The next meeting is February 13, 2018 at 9:00 a.m. in the Monroe County Board Assembly Room in the Justice Center.
- Minutes Approval – Motion by Mary Von Ruden second by Sharon Folcey to approve the 12/12 & 12/14/17 minutes. Carried 5-0.
- Ken Kittleson provided the Monthly Personnel Director's Report.
- Elected Officials Compensation for Next Term – Ken Kittleson explained that the terms for the Sheriff and Clerk of Court must be set before the fall election cycle begins on April 15, 2018. Preliminary information was provided to members. Discussion. Ken will provide comparables to members and this item will be revisited next month.
- County Phone System Update – John Mehtala provided proposals to members. Centurylink was chosen as the preferred vendor. Discussion. Motion by Pete Peterson second by Cedric Schnitzler to accept the Centurylink proposal in the amount of \$125,811.99 to include 3 years of maintenance. Discussion. Carried 5-0.
- Metro Ethernet – John Mehtala explained that with Human Services moving to the courthouse and the potential of Rolling Hills moving to Tomah, the project is on hold. It was noted that the board has already determined the Rolling Hills site by resolution in Sparta.
- Information Systems Budget Adjustment – John Mehtala explained 2018 budget adjustment in the amount of \$80,000.00 for courthouse wiring project. Discussion. Motion by Cedric Schnitzler second by Pete Peterson to approve budget adjustment. Carried 5-0.
- Jim Bialecki provided the Monthly Administrators Report.
- Child Support Line Item Transfer – Pam Pipkin explained 2017 line item transfer in the amount of \$3,350.00 for streamlining processes for state required reports, civil rights training and increased papers being served by the Sheriff. Motion by Cedric Schnitzler second by Sharon Folcey to approve line item transfer. Carried 5-0.
- The monthly expenditure report was provided to members via iPad's.
- Items for next month's agenda – Resolution Setting Elected Officials Compensation for Next Term, Metro Ethernet, Dispatch Briefing Procedures, Information Systems Budget Adjustment, Panic Buttons
- Motion by Pete Peterson second by Cedric Schnitzler to adjourn at 10:07 a.m. Carried 5-0.

Shelley Bohl, County Clerk
Recorder

MONROE COUNTY

Notice of Budgetary Adjustment

Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: January 29, 2018
 Department: Information Systems
 Amount: \$33,285.86
 Budget Year Amended: 2018

Source of Increase / Decrease and affect on Program:
 (If needed attached separate brief explanation.)

This budget adjustment is to account for the lease buyout from EO Johnson for the printers/copiers that were still under contract. The funds have been received and deposited from Loffler for the buyout of the lease. We just need to increase our budget of the Information Systems Equipment Service line to be able to disburse the funds to EO Johnson.

Revenue Budget Lines Amended:

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
71470000 461900	Other Revenue - I.S.	\$ -	\$ 33,285.86	\$ 33,285.86
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ 33,285.86	

Expenditure Budget Lines Amended:

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
71470000 581000	Equipemnt Service	\$ 63.00	\$ 33,285.86	\$ 33,348.86
				\$ -
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ 33,285.86	

Department Head Approval: _____

Date Approved by Committee of Jurisdiction: _____

Following this approval please forward to the County Clerk's Office.

Date Approved by Finance Committee: _____

Date Approved by County Board: _____

Per WI Stats 65.90(5)(a) must be authorized by a vote of two-thirds of the entire membership of the governing body.

Date of publication of Class 1 notice of budget amendment: _____

MONROE COUNTY

Notice of Budgetary Adjustment

Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: February 1, 2018
 Department: Information Systems
 Amount: \$153,583.24
 Budget Year Amended: 2018

Source of Increase / Decrease and affect on Program:
 (If needed attached separate brief explanation.)

This budget adjustment is to carry over the remaining MyEvolv funds from 2017 to 2018 for the completion of the Human Service financial software implementation project. In 2017 \$90,358.76 of the original \$243,942 in MyEvolv implementation funds were invoiced.

Revenue Budget Lines Amended:

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
71475000	493000		I.S. Fund Balance Applied	\$ 80,000.00	\$ 153,583.24	\$ 233,583.24
						\$ -
						\$ -
						\$ -
Total Adjustment					\$ 153,583.24	

Expenditure Budget Lines Amended:

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
71475000	521415	19790	Computer Ops-Human Serv	\$ 57,400.00	\$ 153,583.24	\$ 210,983.24
						\$ -
						\$ -
						\$ -
						\$ -
Total Adjustment					\$ 153,583.24	

Department Head Approval: 

Date Approved by Committee of Jurisdiction: _____

Following this approval please forward to the County Clerk's Office.

Date Approved by Finance Committee: _____

Date Approved by County Board: _____

Per WI Stats 65.90(5)(a) must be authorized by a vote of two-thirds of the entire membership of the governing body.

Date of publication of Class 1 notice of budget amendment: _____

RESOLUTION AUTHORIZING CLERK OF COURTS' AND SHERIFF'S SALARY RATES FOR THE NEXT TERM OF OFFICE IN 2019-2022

WHEREAS, Wisconsin Statutes require that elected officials' compensation must be set prior to the date when candidates may take out papers to run for local office (first day for taking out papers is April 15 and positions for the next term include Clerk of Court and Sheriff); and

WHEREAS, the Administration & Personnel Committee met on January 9 and February 13, 2018, reviewed current wage information, and recommend the following salary rates for Monroe County elected official positions;

POSITION	2019	2020	2021	2022
Clerk of Courts	62,570	63,821	65,097	66,399
Sheriff	82,595	84,247	85,932	87,651

The above rates place the Clerk of Courts at the midpoint of grade 8 and the Sheriff at the midpoint of grade 4, which results in an 18 percent increase for the Clerk of Courts and a 10 percent increase for the Sheriff in 2019. Both positions then receive two percent increases in each of the remaining three years of the term. As of today's date, the Chief Deputy is paid more than the Sheriff, and this situation needs to be addressed with this resolution. Benefits for elected officials are not included in the compensation rates listed above and are similar to benefits received by other county employees, as outlined in personnel policy.

NOW, THEREFORE, BE IT RESOLVED by the Monroe County Board of Supervisors that the Administration & Personnel Committee is authorized to set the salary for Clerk of Courts and Sheriff at the rates shown above for the term of 2019-2022.

Dated this 28th day of February, 2018.

Offered by the Administration & Personnel Committee

Purpose: Set salary rates for 2019-2022 term for Clerk of Courts and Sheriff

Fiscal Note: No fiscal impact for 2018, to be budgeted for 2019-2022

Reviewed as to form on _____ _____ Andy Kaftan, Corporation Counsel	Committee of Jurisdiction Forwarded on: _____ 20____ ____ Yes ____ No ____ Absent Committee Chair: _____ _____ _____
Finance Vote (If required): ____ Yes ____ No ____ Absent	_____ _____
<input type="checkbox"/> ADOPTED <input type="checkbox"/> FAILED <input type="checkbox"/> AMENDED <input type="checkbox"/> OTHER _____ County Board Vote on: _____ 20____ ____ Yes ____ No ____ Absent	STATE OF WISCONSIN COUNTY OF MONROE I, SHELLEY R. BOHL, Monroe County Clerk, DO HEREBY CERTIFY that the foregoing is a true and correct copy of Resolution # _____ acted on by the County Board of Supervisors at the meeting held on _____ _____ SHELLEY R. BOHL, MONROE COUNTY CLERK (A raised seal certifies an official document)

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RESOLUTION AUTHORIZING TWO ADDITIONAL HOURS PER WEEK FOR THE MUSEUM SERVICES ASSOCIATE POSITION IN THE LOCAL HISTORY ROOM

WHEREAS, the Monroe County Natural Resources & Extension Committee and Administrative & Personnel Committee request the addition of two hours per week to the Museum Services Associate position which would increase the hours of the part-time position from 28 to 30 per week with funding provided by the Local History Room Trust; and

WHEREAS, due to the increasing demands for services provided to the public by the Local History Room and the need for more assistance with fulfilling mission-related activities, the Local History Room Board of Trustees voted to increase the hours of the Museum Services Associate from 28 to 30 per week with the understanding that the Local History Room Trust would provide the funds to cover the additional salary and benefit costs for those additional two hours in 2018 and subsequent years. If the Local History Room Board of Trustees elects to discontinue the additional funding, the authorization reverts back to 28 hours per week.

NOW, THEREFORE, BE IT RESOLVED by the Monroe County Board of Supervisors that they do hereby authorize the addition of two hours per week for the Museum Services Associate to a total of 30 hours per week effective March 1, 2018.

Dated this 28th day of February, 2018

Offered by the Administrative & Personnel Committee

Purpose: Approve an additional two hours per week for the part-time Museum Services Associate position to a total of 30 hours per week effective March 1, 2018.

Fiscal Note: No additional cost to Monroe County, the additional cost of \$3,074 will come from the Local History Room Trust in 2018 and subsequent years. If the Local History Room Board of Trustees elects to discontinue the additional funding, the authorization reverts back to 28 hours per week.

Reviewed as to form on _____

Andy Kaftan, Corporation Counsel

Finance Vote (If required):
____ Yes ____ No ____ Absent

Committee of Jurisdiction Forwarded on: _____ 20____
____ Yes ____ No ____ Absent

Committee Chair: _____

ADOPTED FAILED AMENDED

 OTHER _____

County Board Vote on: _____ 20____
____ Yes ____ No ____ Absent

STATE OF WISCONSIN
COUNTY OF MONROE
I, SHELLEY R. BOHL, Monroe County Clerk, DO HEREBY CERTIFY that the foregoing
is a true and correct copy of Resolution # _____ acted on by the County
Board of Supervisors at the meeting held on _____

SHELLEY R. BOHL, MONROE COUNTY CLERK
(A raised seal certifies an official document)

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

A. Department: Local History Room _____ Date: Jan. 12, 2018

Department Head: Jarrod Roll

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):

Due to the increasing demands for services provided to the public by the Local History Room and the need for more assistance with fulfilling mission related activities, the Monroe County Board of Trustees voted to increase the MSA's hours from 28 (which is originally specified by the Resolution which created the position) to 30, with the understanding that **the Local History Room would provide the funds to cover the additional costs (salary and benefits) for those additional two hours.**

Suggested Title: Museum Services Associate Full Time Part Time 30/hrs

Personnel Director's Recommended Classification: Grade

Projected Start Date: already employed at 28 hours; requesting 2 more

C. General Description of the Position: Duties include providing hospitality to patrons by greeting each visitor, offering exhibit information, answering questions, and providing general research assistance to those patrons wishing to use the Research Library. This position will assist with library/museum projects as assigned by the LHR Director when not engaging the public.

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

1. Greet visitors, answer questions, and assist with Gift Shop sales
2. Assist patrons doing local and genealogical research
3. Assist with exhibit development, research, and installation
4. Assist with research, development, and presentation of educational and public programs
5. Assist with the processing, documentation, preservation, and storage of collections items
6. Assist with the creation and distribution of promotional materials for LHR events and activities
7. Moderate and weekly update the LHR Facebook Page; assist with updating the MCLHR.org website
8. Assist with and help supervise volunteer projects

E. Minimum Qualifications of a Candidate:

Education: High School diploma with some additional schooling _____

Experience: Prior experience in retail, customer service, or hospitality. Prior library or museum experience a plus as is familiarity with genealogy and an interest in history. Positive and professional demeanor essential. Basic computer skills, experience handling money, and good communication skills necessary; flexible, responsible, self-motivated; able to prioritize and work independently; friendly people person

F: Funding: the additional two hours (with ¾ time single insurance coverage):

EMPLOYEE NAME	ANNUAL SALARY	OVERTIME	RETIREMENT	SOCIAL SECURITY	MEDICARE	HEALTH	DENTAL	LIFE	TOTAL FRINGE BEN.	WORKERS COMP.	TOTAL
additional 2 hrs per wk	\$ 1,205		\$ 82	\$ 75	\$ 18	\$ 1,616	\$ 60	\$ -	\$ 1,851	\$ 18	\$ 3,074

1. Where will the funds for this position come from: Local History Room Trust

2. What equipment will need to be purchased (desk, etc.)? na.
Equipment will be purchased through the Local History Room funds (ie. non-levied)

Is office space presently available? Yes. Where? _____

Estimated equipment cost: \$700 _____

Is this cost in the department budget? Yes. _____

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: The MSA will have supervisory over the LHR volunteers.

2. Employees directly supervised: 0 _____ Indirectly: 0 _____

List title of employees reporting to this position:

H. Who will this person be responsible to? Jarrod Roll, Dept. Head

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
