



MONROE COUNTY BOARD OF SUPERVISORS

202 SOUTH K STREET, RM 1

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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, May 8, 2018**

SUBJECT MATTER TO BE CONSIDERED

1. Call to order/Roll call
2. Administration/Personnel Vice Chair – Discussion/Action
3. Future Month's Meetings Date/Time – Discussion/Action
4. Minutes approval – April 10, 2018
5. Fund Raising Policy For K9 in Sheriff's Department
6. Land Records Budget Adjustment
7. Personnel
 - a. Director Report
 - b. Credit Card Approval
 - c. Compensation Plan Adjustments – Discussion Action
 - o Resolution Regarding Pay for Performance – Discussion Action
8. County Administrator Report
9. Wisconsin Counties Association Outreach Program Presentation – Discussion/Action
10. Administration/Personnel Committee Duties – Discussion/Action
11. Monthly Expenditure Review
12. Next Month's Agenda Items
13. Adjournment

Pete Peterson, Committee Chair

Date notices mailed: 04/30/2018

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
April 10, 2018

Present: Wallace Habegger, Mary Von Ruden, Pete Peterson, Sharon Folcey

Absent: Cedric Schnitzler

Others: Jim Bialecki, Ken Kittleson, Ed Smudde, John Mehtala, Deb Brandt, Garry Spohn, Andy Kaftan, Gail Frie, Jeremiah Erickson, Wes Revels

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 May 8, 2018 at 9:00 a.m. in the Monroe County Board Assembly Room in the Justice Center.
- Minutes Approval – Motion Mary Von Ruden second by Pete Peterson to approve the 03/13/18 minutes. Carried 4-0.
- Information Systems/Sheriff Department Update – Server issue-it is up and running. Body cameras-up training needs to be done for staff. East side station-Tomah, shared connections with Highway. Not high speed. Need to purchase additional licensing. Cost of \$1200.00 out of Rob's budget. Rob checking his budget for funds.
- Internet for the inmates-needs to be addressed at committee. John being present at the meeting and discuss with the committee. Discussion about what having the internet in the jail would entitle.
- Register of Deeds
 - a. Customer Payment Types – Don't currently accept debit/credit cards for payments. Point and Pay for the vendor for using as credit/debit card payment. Convenient for the customer, can't always break down big bills, modernize the office, and keep revenue in the county.
 - b. Concerns-cost to the county-no cost incurred to the county-it would be incurred to the customer. Speak with Clerk of Courts about the software they are using in regards to security and disputed payments-
 - c. Register of Deeds Recording System Software – Recording system in office-modernize the current system. Specific functions-e-recording-paperless. Currently system is not efficient. Document electronic instead of mailing. OCR recognition-looking for specific information-easier to pick information out instead of searching, integrate with the Department of Revenue, Property Fraud Alert, One stop shop for service and support. Looking to switch this fall into the new system. Decision on the vendor by June. Signed contract-needs to go out for Bid-RFP needed.
 - d. Cost associated with the new system? Not sure if any would be incurred by the county. Looking to do it with non-taxpayer funds. Would be a cloud based system. GCS system is over 30 years old. Not keeping up with the times.
- Personnel
 - a. Ken Kittleson provided the Monthly Personnel Director's Report. Evaluation process is complete-only Administrator left to complete, Pay performance is done-email out to check in the system. Two grievances, one pulled out, the other settled with the impartial hearing officer, which incurred a fee on the county. Ken is retiring effective April 30th and Ed has been approved to be the new Director.
 - b. Filling Personnel Coordinator Position – Discussion-the position should be retained per the Administrator. Work load and commitment needs to keep the position as it is. Clerical position is a decrease in duties would put more pressure on the Director. Confidential information is pertinent for the position. Qualified to step up and make decisions in the absent of the Director. Requires a motion and a second. Sharon approves to move forward, second by Pete to fill the Personnel Coordinator position. Carried 4-0
 - c. Compensation Plan Adjustments -

Discussion-age the compensation plan over the last 5 years. Recommend we age it by 5%, doesn't affect anyone's pay-just bumps the wage scale itself. Falling behind in raises, make up for previous shortfalls. Some are at the top of the pay scale-gives them a bit of breathing room instead of only getting a ½%. It provides enough flexibility in the system that if we can move it around. Motion to approve Sharon moves to approve 5%-second by Pete. Effective July 1. Carried 4-0

Pay for Performance plan-4% to make the adjustments more relevant. 2% for 2018. Doesn't make as big of a difference when it comes to evaluation time. Gives more of an incentive to staff to do their jobs better. Needs more discussion. Discussed a year ago at the meeting-brought up now as the committee is going to change next month. Wally needs more information from Personnel. This is more for retaining employees. Need to consider inflation rate and other factors. Motion to approve at 4% Pay for Performance Sharon, Pete second. All in favor 2, opposed 2 (Habhegger, Von Ruden). On May agenda.

- Solicitation Policy –
Fundraisers-departments feel like they have to purchase products. One isolated incident. Need approval for the chair if you are going to sell something to them. Do we need a policy? Tailor the policy towards the situation and not towards Rolling Hills. Ethics policy-add a paragraph into the policy. Police it internally. No personal gain. Fine tuning the ethics policy. County Administrator will review this with those involved and evaluate the need for a policy moving forward.
- Jim Bialecki provided the Monthly Administrators Report.
Courthouse transition, Rolling Hills-what will things look like in 20 years. Water way preservation-even if the area was developed. Cell phones-county issued. Different providers, bid out for contract for all cell phones.
- The monthly expenditure report was provided to members via iPad's.
No questions
- Items for next month's agenda – County Board Committee Duties, Resolution regarding 4% Pay for Performance. Register of Deeds Recording System software- time table.
- Motion by Pete Peterson second by Sharon Folcey to move into closed session with Habhegger, Von Ruden, Peterson, and Folcey all voting yes.
- Closed session under 19.85(1)(c) at approximately 10:30 a.m. to complete County Administrator's performance evaluation.
- Motion by Pete Peterson second by Mary Von Ruden to return to open session with Habhegger, Von Ruden, Peterson, and Folcey all voting yes. 11:25 am
- Motion by Pete Peterson second by Mary Von Ruden to adjourn the meeting at 11:26 a.m. Carried 4-0.

Lisa Hanson
Recorder

MONROE COUNTY

Notice of Budgetary Adjustment

Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: _____
 Department: _____ Land Records
 Amount: _____ \$15,417.96
 Budget Year Amended: _____ 2018

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

THE LAND INFORMATION COUNCIL APPROVED FOR ME TO SPEND UP TO 15,000 ON
GNSS RELATED EQUIPMENT FOR OUR SECTION CORNER COORDINATE PROJECT
AND AN ASSET MANAGEMENT PROJECT INVOLVED WITH THE COUNTY HWY DEPT.
ALSO I AM ON PACE TO EXCEED MY ED AND TRAINING BUDGET AND MILEAGE.

Revenue Budget Lines Amended:

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
11750000 493000	LAND REC FUND BAL APP	\$ -	\$ 15,417.96	\$ 15,417.96
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ 15,417.96	

Expenditure Budget Lines Amended:

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
11750000 515700	EMP. EDUCATION & TRAIN	\$ 146.00	\$ 308.88	\$ 454.88
11750000 521415	COMPUTER OPERATION	\$ 27,170.00	\$ 15,000.00	\$ 42,170.00
11750000 533200	MILEAGE	\$ 417.00	\$ 109.08	\$ 526.08
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ 15,417.96	

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: _____

Do you know about... WCA's Outreach Program?

One of WCA's primary functions is to serve as an educational and training resource.

The goal of the outreach program is to effectively communicate with members through new technology and more frequent dissemination of information. WCA hopes to help county officials to carry out their duties more effectively and efficiently.

All county officials should take advantage of this program! WCA staff are available to meet with members of the county family at county board or committee meetings, as well as at conferences and other regional meetings.

Individualized training on specific issues is also available on a wide variety of topics including county budgeting, organization, parliamentary procedure, strategic planning, and legislative issues. Take advantage of this invaluable resource and call to set up a date and time for our staff to visit your county.

**Contact WCA's Outreach Manager
Jon Hochkammer at [hochkammer@
wicounties.org](mailto:hochkammer@wicounties.org) or 866.404.2700
to set up a meeting today.**

POPULAR PRESENTATION TOPICS

- ▶ WCA organization, structure, and the legislative process
- ▶ Legislative and state budget updates
- ▶ History of state funding
- ▶ County officials roles and responsibilities
- ▶ Ethics and conflicts of interest
- ▶ Wisconsin open meetings law
- ▶ Running effective meetings and parliamentary procedure
- ▶ Advocacy and effective lobbying
- ▶ County budgeting
- ▶ Strategic Planning
- ▶ Programs and services available through WCA Services, Inc.
- ▶ Services available through the Wisconsin County Mutual Insurance Corporation, Community Insurance Corporation and the WCA Group Health Trust

>300

Meetings WCA staff attended last year. Call today to schedule yours!

ADMINISTRATION & PERSONNEL COMMITTEE

Five county board supervisors

To act as the:

**Administration/Executive Committee, see Chapter 2, Article IV,
Division 6, Subdivision II,**

And

Personnel

(Three of the committee members shall serve on Bargaining)

Departments:

- **Child Support Agency**
- **Corporation Counsel**
- **County Administrator**
- **County Clerk**
- **Information Systems**
- **Land Information Office**
- **Personnel**
- **Real Property Lister**
- **Register of Deeds**
- **Surveyor**
- **Veterans Services**

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**ADMINISTRATIVE/EXECUTIVE COMMITTEE
COMPOSITION AND DUTIES**

- A. **COMPOSITION.** The Administrative/Executive Committee shall consist of five (5) County Board Supervisors, one of whom shall be either the County Board **of Supervisors Chairperson** or Vice **Chairperson**.
- B. **DUTIES.** The duties of the Committee shall be to:
- 1) Review issues referred by other County Board **of Supervisors** Committees or the County Board **of Supervisors** as a whole.
 - 2) Review issues referred by the County Board **of Supervisors** **Chairperson** when no other committee exists to handle the issue.
 - 3) Review other issues as approved by decision of the Corporation Counsel by subsequent County Board **of Supervisors** action.
 - 4) Serve as liaison between the County Board **of Supervisors** for the County Clerk and the Register of Deeds ~~and the Surveyor~~ and serve these elected officials' offices as necessary under the provisions of the Monroe County Personnel Policy Manual.
 - 5) Review and make recommendations on legislation and administrative rules affecting counties.
 - 6) **Serve as the information technology committee for the county.**
 - 7) Perform and/or execute other additional work or duties as may from time to time be required or authorized by state law, County Board **of Supervisors** Ordinance, or Resolution, **motion** or as delegated by the **Chairperson** of the Monroe County Board of Supervisors.
 - 8) Serve as the committee of jurisdiction for the **County Administrator**, Corporation Counsel, the Child Support Director, the Information Systems Director, ~~the Land Records Coordinator~~, **the Surveyor**, the Real Property ~~Lister~~ **Coordinator/Land Information Officer**, and the Veterans Service Officer ~~and the Tourism and Economic Development Promotions Committee~~.

PERSONNEL AND BARGAINING

- A. COMPOSITION: The Personnel and Bargaining Committee shall consist of five (5) County Board Supervisors. Three members shall be named a sub-committee for purposes of union bargaining.
- B. DUTIES: The duties of the committee shall be to:
1. Review and establish personnel policies and benefits for all employees and assure that the policies are updated in the Policy Manual and properly effected.
 2. Recommend an annual wage and salary plan, consider and review all other adjustments of salaries of county elected officials and employees, and recommend any adjustments to County Board.
 3. Seek necessary assistance and engage agencies or bodies to assist in evaluation and classification of various county positions, contract as needed to accomplish this purpose and prepare budget for any anticipated expenditures for assistance.
 4. Conduct all labor negotiations and recommend results to County Board.
 5. Recommend any changes in employee health, dental, and life insurance coverage or other employee benefits.
 6. Develop training and education plan for County employees.
 7. Perform additional duties as required or authorized by law, ordinance or resolution, or as delegated by the County Board Chairperson or County Administrator.

Sec. 2-397. - Composition.

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The administrative/executive committee shall consist of five county board supervisors, one of whom shall be the county board of supervisors chairperson and/or vice-chairperson.

(Code 1986, § 1.25(1))

Sec. 2-398. - Duties.

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The duties of the administrative/executive committee shall be to:

- (1) Review issues referred by other county board of supervisors committees or the county board of supervisors as a whole.
- (2) Review issues referred by the county board of supervisors chairperson when no other committee exists to handle the issue.
- (3) Review other issues as approved by decision of the district attorney by subsequent county board of supervisors action.
- (4) Serve as a liaison between the county board of supervisors and elected officials and serve elected officials' offices as necessary under the provisions of the Monroe County Personnel Policy Manual.
- (5) Review and make recommendations on legislation and administrative rules affecting counties.
- (6) Serve as a computer committee for the county. The finance committee chairman shall have a vote and the county clerk shall serve in an advisory capacity whenever computer program matters are handled by the committee.
- (7) Perform and execute such other additional work or duties as may from time to time be required or authorized by state law, county board of supervisors ordinance, resolution, motion or as delegated by the chairman of the county board of supervisors.
- (8) Serve as the committee on the code of ethics for public officials and employees in the county.

Sec. 2-428. - Commencement of term; vacancies. ☐

Terms for the commission on aging shall commence with the appointment to the commission. Terms for the citizen members shall commence on January 1 of the first year and shall run until December 31 of the third year, unless otherwise terminated.

(Code 1986, § 1.26(4); Ord. No. 91-92; Res. No. 08-16-14, 8-24-2016)

Sec. 2-429. - Meetings; quorum. ☐

The commission on aging and the advisory committee may meet separately or together. When meeting together, both committees shall constitute a committee of the whole and a majority of the membership of both committees, five members, shall constitute a quorum. Each vote will count. The commission on aging has three members and by a direct vote on any issue, two of the three members agreeing, may veto any action of the committee of the whole.

(Code 1986, § 1.26(5); Ord. No. 91-92)

Secs. 2-430—2-456. - Reserved. ☐

☐ Secs. 2-207—2-235. - Reserved.

ARTICLE V. - PERSONNEL BENEFITS ☐

ADMINISTRATIVE/EXECUTIVE

A. COMPOSITION. The Administrative/Executive Committee shall consist of five (5) County Board Supervisors, one of whom shall be either the County Board Chair or Vice Chair.

B. DUTIES. The duties of the Committee shall be to:

(1) Review issues referred by other County Board committees or the County Board as a whole.

(2) Review issues referred by the County Board Chair when no other committee exists to handle the issue.

(3) Review other issues as approved by decision of the Corporation Counsel by subsequent County Board action.

(4) Serve as liaison between the County Board and the County Clerk, the Register of Deeds and the Surveyor and serve these elected officials' offices as necessary under the provisions of the Monroe County Personnel Policy Manual.

(5) Serve as the committee of jurisdiction for the Corporation Counsel, the Child Support Director, the Information Systems Director, the Land Records Coordinator, the Real Property Lister, the Veterans Service Officer and the Tourism and Economic Development Promotions Committee.

(6) Review and make recommendations on legislation and administrative rules affecting counties.

(7) Perform and/or execute other additional work or duties as may from time to time be required or authorized by state law, County Board Ordinance or Resolution or as delegated by the Chair of the Monroe County Board of Supervisors.

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1. Review and establish personnel policies and benefits for all employees and assure that the policies are updated in the Policy Manual and properly effected.
 2. Recommend an annual wage and salary plan, consider and review all other adjustments of salaries of county elected officials and employees, and recommend any adjustments to County Board.
 3. Seek necessary assistance and engage agencies or bodies to assist in evaluation and classification of various county positions, contract as needed to accomplish this purpose and prepare budget for any anticipated expenditures for assistance.
 4. Review and act on request for position reclassifications.
 5. Conduct all labor negotiations and recommend results to County Board.
 6. Examine, investigate, and act on employee grievances according to established procedure in cooperation with department heads.
 7. Oversee and recommend any changes in employee health and life insurance matters.
 8. Review, and make recommendations to County Board, if necessary, changes regarding departmental organization and staffing levels within authorized hours.
 9. Perform and/or execute other additional work duties as may from time to time be required or authorized by state law, County Board ordinance, County Board resolution, motion of the County Board, or as delegated by the chairperson of the Monroe County Board of Supervisors.